

## LEARNING & DEVELOPMENT MANAGER

### USUAL RESPONSIBILITIES INCLUDE

- Designing and managing the learning and capability development program across all staff
- Ensuring the firm has consistency in its Learning and Development programs
- Learning program facilitation
- Managing the delivery of induction training
- Managing and developing the graduate program in line with organization operations
- Resource management
- Developing strategies for talent identification and succession planning
- Team & Project management
- Periodically conducting skills analysis
- Working closely with management in developing the agendas/programs for all staff training requirements
- Sourcing external trainers and facilitators when necessary
- Coaching and providing advice to internal presenters
- Reviewing and evaluating the effectiveness of all learning and development programs
- Managing the performance review process
- Managing the Learning and Development budget in relation to firm wide initiatives
- Regularly report to management with regard to budget and key Learning and Development achievements
- Ensuring that effective administration is in place surrounding training event management
- Overseeing firm policies in relationship to study support
- Undertake strategic research - looking at new courses and events taking place in the market

### COMMONLY ASKED FOR QUALIFICATIONS AND EXPERIENCE

#### Education:

Tertiary qualifications in HR, Psychology, Training, Learning & development or a related discipline, Certificate IV in Training highly regarded

#### Experience/Skills:

- Experience within a Learning and Development environment
- Learning and Developmental function management experience
- Experienced in conducting skills analysis
- Ability to work across all levels of the firm
- Attention to detail
- The ability to work autonomously
- Strong communication skills
- Strong leadership qualities
- Strong relationship management and consulting skills
- Budget and resource management experience
- Team management experience
- Project Management
- Learning program development and facilitation experience
- Demonstrated experience in influencing business decisions and leadership teams through the provision of specialist advice

