Human Resources Job Function

HR Learning and Development Professional VI
Grade: 60
Job Code: H2060P
Job Family: HR Learning and Development
Job Family Matrix: HR Learning and Development Matrix

Summary
Direct a wide range of duties related to creating training and development opportunities. Responsibilities may include curriculum design and development, training delivery, program evaluation, and program management and project oversight.

Core Duties
• Direct and develop the planning, design, development and implementation for training and program curriculums
• Direct the development and implementation of new trainings and programs
• Direct full spectrum of an assigned program or initiative
• Direct outreach, marketing, branding and community relations for programs and trainings; develop strategies to increase engagement
• Direct the development of reports and metrics to measure effectiveness and set the strategic direction
• Evaluate programs/trainings; recommend changes, enhancements, additions, removals, etc.
• Develop, and implement processes and procedures
• Keep current with trends in field to improve programs and trainings
• Collaborate with University leadership in the delivery of programs and trainings to diagnose and resolve issues
• Develop, manage, and oversee departmental budget
• Ensure compliance with University policies and procedures and applicable legal rules and regulations

Basic Qualifications
• Bachelor’s degree or equivalent work experience required
• Minimum of 10 years’ relevant work experience

Additional Qualifications and Skills
• Master’s degree in relevant field
• Experience with instructional design principles, adult learning theory, and designing and delivering learning solutions
• Strong knowledge of HR operations and administration and social networking methods

Certificates and Licenses

Physical Requirements

Working Conditions
• Work is performed in an office setting