

## Job Description

<b>Position Title</b>	Learning & Development Specialist
<b>Department</b>	Office of Human Resources
<b>Reporting To</b>	Manager, Learning & Development
<b>Type of Position</b>	Full-time

### POSITION DESCRIPTION

Learning and Development Specialist at Habib University, will play a pivotal role in driving our mission to provide high-quality, innovative, and effective learning experiences.

L&D Specialist will collaborate with other teams to execute and manage seamless training programs, develop competency & learning frameworks, establish internal and external talent pools for all learning interventions.

### DUTIES AND RESPONSIBILITIES

- **Competency Framework & Implementation:** Assist Team Lead in developing a robust competency framework for HU staff
- Demonstrate a strong understanding of HR L&D functions, including **Training Needs Analysis, competency mapping, and addressing organizational skill gaps**
- **Training Program Development:** Collaborate with the Learning & Development team to design, develop, and implement training programs that align with the institution's goals and objectives.  
Maintain a **Learning Calendar** for the year and roll-out plans to all departments.
- Prepare training plans and schedule, **track and monitor training budget** to achieve resource optimization.
- **Liaise with internal and external trainers** on the scheduling of funded and non-funded courses.
- Review, source and assess existing and new trainers, programs, learning materials and learning aids and resources to meet the specific requirements.
- **LMS Implementation and Updating:** Modify LMS for all employees to track their trainings and manage content on it.
- Design, develop, and implement **engaging e-learning modules** and digital learning solutions to enhance accessibility and scalability of training programs across the organization.
- **Curriculum Design:** Assist in creating and refining training curricula, ensuring they meet the evolving needs of the organization.
- **Program Delivery:** Facilitate training sessions, workshops, and webinars, ensuring engaging and effective learning experiences for participants.
- **Assessment and Evaluation:** Implement assessment methods to measure the effectiveness of training programs, gather feedback, and make necessary improvements.
- Curate content for various internal and external stakeholders and create compelling presentations to support training and development initiatives.
- Coordinate with relevant teams to support event planning, coverage, and the effective communication of training initiatives across the organization.
- **Project Management:** Manage various projects related to learning and development, including timelines, resources, and budgets.

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**REQUIRED JOB SPECIFICATIONS**

<b>Required Qualification</b>	✓ Minimum Bachelor's degree ✓ Expertise in Power BI and Data Analytics will be preferred
<b>Required Experience</b>	✓ A minimum of 3-4 years of relevant work experience

**REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
<b>1.</b>	Data Analytics	High
<b>2.</b>	Critical Thinking	High
<b>3.</b>	Learning & Innovation	High
<b>4.</b>	Stakeholder Management	Medium
<b>5.</b>	Tech Savvy	Medium
<b>6.</b>	Instructional Design	High

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 Verified By (For HR Only)

 \_\_\_\_\_  
 Line Manager (If Any)

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 Head of the Department

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