



## Learning and Development Manager Job Description

### JOB INFORMATION

Job Code:	117507
Job Title:	Learning and Development Manager
FLSA Status:	Exempt
Supervisory:	Supervises employees who do not supervise.
Job Family:	Training & Development
Job Family Group:	Human Resources
Management Level:	4 Administrator

### JOB SUMMARY

Responsible for collaborating with key clients, stakeholders and Subject Matter Experts (SMEs) in assigned area to establish learning and development policies, procedures and processes. Evaluates organizational training and development needs, and implements standardized training and development assessment plans based on identified needs and changes. Manages the development and implementation of instructional design curricula for instructor-led, web-based, and blended delivery training. Facilitates and evaluates training classes to ensure best practices and curricula are delivered effectively.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		In
X			Education	Or
X			Business Administration	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level	
X		3 years		
	X	5 years		

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience developing and conducting training courses, and in computerized budget development and management.

## Other Job Factors

### JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Works collaboratively with key clients, stakeholders and Subject Matter Experts (SMEs) in assigned area to establish learning and development policies, procedures and processes. Oversees and validates standardized training and development assessment plans based on identified needs and changes.				
Analyzes and assesses organizational training and development needs. Determines training timelines, resource needs, and essential curricula to meet specific organizational needs. Creates a continuous learning environment roadmap through the use of multiple platforms.				
Oversees and validates the development and implementation of instructional design curricula for instructor-led, web-based, and blended delivery training. Designs tools/programs. Researches innovations and trends in learning techniques/technologies and practices.				
Coaches and develops a team of learning and development professionals. Oversees the education and training for teammates to ensure the design and delivery of the coursework is aligned with the organization's vision and goals.				
Oversees and evaluates the facilitation of training classes to ensure best practices and curricula are delivered effectively. Measures effectiveness of learning and development initiatives and implements process improvements as necessary.				
Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees as required. Recommends departmental goals and objectives, including workforce planning and compensation recommendations. Reassesses or redefines priorities as appropriate in order to achieve performance objectives.				
Develops and manages program budgets and recommends or makes budgetary and resource allocations. Approves expenditures and budget adjustments, within assigned limits. Provides financial projections and detailed financial status reports as needed.				
Screens, engages and manages work provided by third party outside vendors required to effectively complete assignments to established standards.				
Maintains awareness and knowledge of current changes within legal, regulatory, and technology environments which may affect operations. Ensures senior management and staff are informed of any changes and updates in a timely manner.				

### Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

### ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the

position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.