

# Global Learning and Development Specialist

**Department:** Human Capital & Talent

**Organizational Relationship:** Reports to the Global Learning & Development Senior Manager

**FLSA Status:** Non-Exempt

**Last Updated:** July 26, 2024

## General Summary:

The Global Learning and Development Specialist ensures that the transactional responsibilities of the department are met in a timely manner. The Specialist is responsible for providing a variety of Learning & Development support services, providing day-to-day functional support, and maintaining and developing existing training programs. The Specialist also engages with departments around the firm to assess learning needs and facilitates learning modules and programs as needed.

## Essential Duties and Responsibilities:

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Ensures successful day-to-day operations of the Learning & Development function
2. Coordinates all pre- and post-program activities both on the ground and in the Learning Management System (LMS)
3. Facilitates training programs
4. Vets, selects, and compiles courses of interest to firm personnel
5. Compiles learning reports and analysis on completion records and trends in the LMS
6. Works with Global Human Resources Operations, Global Technology, and any external benchmarking vendors on firm survey analysis, reporting, and presentations
7. Communicates with vendors regarding training scheduling, shipment of materials, and billing
8. Completes special projects on various issues
9. Promotes effective work practices, works as a team member, and shows respect for co-workers

## Position Specifications

### Education

- Bachelor's degree or equivalent with a focus in Industrial/Organizational psychology or related field required

©Copyright 2024 Latham & Watkins. All Rights Reserved.

# LATHAM & WATKINS

- Three years' Training and Development experience in a legal or professional services environment may be considered in lieu of a degree

## *Work Experience*

- A minimum of three years' Human Resources/Learning & Development experience required

## *Knowledge, Skills & Abilities*

- Comprehensive knowledge of Learning & Development functions
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to work in a team environment with a customer-service focus
- Strong communication skills, both written and verbal
- High attention to detail and project management skills
- Ability to handle confidential and sensitive information with the appropriate discretion
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Knowledge and proficiency in PC applications, including MS Office
- Proficiency with a LMS

## *Physical Demands*

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

## *Working Conditions*

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.