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Learning & Development Co-ordinator

Department: OD & HR

Hours per week: 37.5

Basis: Permanent

Job Purpose

The Learning and Development Co-ordinator plays an active role in the Global OD team to help evolve ATL's culture and improve the organisations capabilities by implementing and embedding effective learning solutions. This role has key accountability for implementing and growing our new Learning Management System globally.

Key Responsibilities

- Implementing and embedding the LMS (Kallidus) system across the workforce
- Managing LMS launch and deploying engagement user strategies
- Organising workshops with internal and external facilitators
- Keeping L&D brochure up to date with workshop content and new workshops
- Work with HR to ensure the system is up to date and reviews are completed
- Co-ordinate 'Meet the CEO' sessions monthly
- Support Germany and assist with preparation for Workers Council negotiations
- Support building of quarterly newsletter and arrange translations with other ATL countries

Knowledge, Experience & Skills Required

- Experience within an L&D role and LMS experience (using author ware tools and designing content)
- Experience of managing projects and working with a number of stakeholders
- Organised and can think creatively with a focus on attention to detail
- Experience of delivering training in a classroom setting and/or remotely
- Excellent communication skills and confident communicating at all levels

Closing Date: 23 July 2021

A job statement for this role is available on request.

Please send all applications to:
careers@allergytherapeutics.com

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Therapeutics**