

*Talent development roles and responsibilities are often impacted by the size, structure, and tasks of an organization's learning function. This sample job description is designed as a starting place for you to then customize to reflect your organization's specific needs.*

## **Learning Technology - Project/Program Lead**

### **Job Description Summary**

This position is responsible for overseeing and managing learning technology projects and programs within the organization. The role involves coordinating with stakeholders, managing budgets, ensuring the integration of new technologies, and overseeing the maintenance and enhancement of learning systems. The ideal candidate will have strong project management skills, technical expertise, and the ability to ensure the successful implementation of learning technology initiatives.

### **Essential Duties and Responsibilities**

- Oversee the implementation and management of learning technology projects and programs.
- Coordinate with stakeholders to understand project requirements and ensure alignment with organizational goals.
- Manage project budgets, ensuring financial resources are used efficiently.
- Integrate new learning technologies into existing systems and ensure smooth transitions.
- Ensure the ongoing maintenance and enhancement of learning platforms and systems.
- Conduct user experience testing to optimize learning platforms and materials.
- Manage vendor relationships and oversee the procurement of eLearning materials.
- Provide technical support and troubleshoot issues related to learning technologies.
- Implement AI-powered learning tools and ensure their effective use.
- Conduct system testing to ensure the functionality and performance of learning technologies.
- Create and manage documentation for learning technology projects and systems.
- Analyze learning data to inform project decisions and measure success.
- Ensure cybersecurity measures are in place to protect learning data.
- Report on project progress and outcomes to stakeholders and senior management.
- Facilitate training and support for users of learning technologies.
- Stay updated on the latest trends and advancements in learning technologies.

### **Skills**

- Strong project management skills, including budgeting and resource allocation.
- Expertise in LMS management and technology integration.
- Technical support and troubleshooting skills.

- Experience in system maintenance and new technology implementation.
- Proficiency in conducting user experience testing.
- Ability to manage vendor relationships and procurement processes.
- Familiarity with AI tools and basic machine learning concepts.
- Understanding of natural language processing (NLP) applications.
- Strong data analysis skills to support project decisions.
- Knowledge of cybersecurity best practices.
- Excellent communication and stakeholder management skills.
- Technical writing skills to create clear and comprehensive documentation.
- Ability to lead and coordinate cross-functional teams.
- Problem-solving skills to address challenges in learning technology projects.
- Strategic thinking to align technology initiatives with organizational goals.

#### **Qualifications to Consider**

- Associate Professional in Talent Development (APTD)
- Certified Professional in Talent Development (CPTD)

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