

Manager, Learning & Development

Department: Human Resources
Reports to: Director, Organizational Effectiveness
Number of Positions: 1
Position Type: FT
Opening Date: 11/1/2017
Closing Date: Until Filled



Position Overview:

The Manager, Learning & Development is responsible for building and scaling learning and development solutions that serve our 3,500+ employees across the globe. With a strong background in strategic leadership and excellent people management skills, this hands-on role will lead a team that will design, develop and deliver high impact development opportunities to people across the company. This position is an opportunity to add significant value by leading a team to deliver innovative leadership & development solutions/ programs to an enterprise-wide audience.

Responsibilities:

Must be able to...

- Drive innovation throughout the organization by introducing ways to grow and develop our global employee population.
- Lead, motivate, and manage assigned team members by demonstrating a growth mindset and passion to develop others.
- Provide consultative individual and team-level leadership development support, including individual coaching, team-building, and assessment coordination.
- Provide corporate level and leadership training opportunities to meet the needs of fast paced, continuously changing business needs.
- Develop the methodology, approach and best practices for learning & development; creating a center of excellence for Digi-Key.
- Monitor and analyze effectiveness and efficiency of learning programs within the organization and enact plans to ensure quality delivery and content.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Required Knowledge, Skills, and Experience:

Minimum/Essential Qualifications:

- Bachelor's Degree in Human Resources, Training, Communications or related field.
- 10+ years of training and development experience including design and development, with 5+ years in a supervisory or management role.
- Demonstrated knowledge of instructional design, online instructional design, adult learning theory, and the performance consulting process.
- Experience leading innovation and strategic thinking.
- Strong presentation & public-speaking skills; excellent interpersonal and organizational skills; excellent written skills; critical thinking skill with the ability to analyze situations, make independent decisions, prioritize to meet deadlines, work under pressure, and be a team player.
- Exceptional relationship-building and influencing skills. Ability to collaborate with subject matter experts and managers in training development, delivery and modification.
- Ability to travel as required
- Must demonstrate the following behavioral competencies; building collaboration, business acumen, communication, creating alignment, critical thinking and judgment, developing other, drive for results, innovation and risk taking, integrity, interpersonal effectiveness, leading courageously, learning orientation, managing execution, organizational awareness, planning and organizing, problem solving and analysis, resilience, strategic awareness, strategic thinking, and team leadership

Preferred Qualifications/Selection Criteria:

- Master's degree in Learning & Development, Organizational Development, Instructional Design, Business, Management or a related field.
- Certification in leadership development tools and disciplines such as DISC, 7-habits, Strengths-Based Leadership, Leadership Versatility Index, coaching program, etc.