

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Learning & Development Consultant **Position Number: 14008 & 20019**

Location: Helena **Department: Transportation**

Division and Bureau: General Operations **Section and Unit: Learning & Development**

Job Overview:

The Learning & Development Consultant provides professional development, implementation, and management of training and development, to support the department's mission. Administers, manages, develops and delivers training for the MDT Department statewide and provides professional coaching in one-on-one and group settings to aide with employee development. Assists in the formulation of strategic workforce planning initiatives, advises management on performance management, and workforce development. These positions report to the Learning & Development Manager and does not supervise others.

Essential Functions (Major Duties or Responsibilities):

Professional Development – 70%

- Provides learning and development opportunities on a number of Professional Development and Communication topics.
- Designs, develops, coordinates and presents annual multi-month, statewide learning and development programs, which may include Management Development Program and Supervisor Compass.
- Coaches' employees of all levels with focus on the following: Provide insight into personality traits and motivations that drive an individual's own behavior; Develop an awareness of how an individual's style has an inspiring or de-motivating impact on others; Connect individuals to his/her potential and unique talents.
- Determines learning objectives, designs and delivers content to meet objectives taking into consideration a variety of learning styles and available approaches to accommodate them.

- Creates curriculum, selects an environment, and a method of delivery that is conducive to active learning – paying specific attention to the diverse needs of the group and having an awareness of complicated group dynamics.
- Tailors learning activities that encourage participation and engage the participants with the subject matter at an appropriate level (beginning, intermediate, or advanced).
- Taps into creative problem solving with a positive attitude when issues/conflicts arise in class.
- Tactfully responds to challenges and issues students bring to class and reinforces learning.
- May function as the LMS Administrator for the department.

Strategic Workforce Planning and Consultation – 25%

In collaboration with the Learning & Development Manager, assess needs, plans and implements appropriate strategies and evaluates organization-wide initiatives, such as: succession planning, performance management, professional development, leadership development and other areas of communication in order to meet the agency goal of developing, linking and integrating meaningful communication strategies.

Other duties – 5%

Perform other activities and responsibilities as assigned as part of the Learning and Development Team.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

- Works in a typical office environment.
- Ability to lift up to 50 lbs. This includes boxes of binders, papers, and training materials. Must be able to pack and unpack training materials.
- Frequent travel throughout the state to provide employees with training program opportunities.

Knowledge, Skills and Abilities (Behaviors):

- This position requires a blend of knowledge, skills, and abilities that span communication, instructional design, interpersonal awareness, and facilitation.

- Knowledge and understanding of human behavior, designing effective learning experiences, and delivering trainings in a way that changes how people communicate, collaborate, and solve problems.
- Knowledge of adult learning principles, training methods and presentations techniques and professional development.
- Knowledge of human behavior and performance, individual differences in ability, personality, and interests; learning and motivation; and assessment.
- Strong interpersonal skills, communication skills, group facilitation skills.
- Critical thinking skills. Ability to utilize logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Skill in the operation of business software applications (LMS administration, etc.); the operation of general office equipment.
- Ability to discern other’s underlying concerns during conversations, trainings, and coaching.
- Ability to design and implement training courses for a variety of audiences.
- Ability to establish and maintain effective working relationships and credibility.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor’s Degree in Business, Public Administration, Human Resources, Organizational Development, Human Behavior, Adult Education, Instructional Design, or a related field.

This position requires a minimum of 3 years of related work experience.

Certifications, licensure, or other credentials include: n/a

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

- | | |
|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver’s license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |
| None Union Code | Safety Responsibilities |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Trainer 2

Job Code Number: B1F012

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

FLSA Exempt

FLSA Non-Exempt

Telework Available

Telework Not Available

Classification Complete

Organizational Chart attached

Human Resources:

Signature

Title

Date