



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Training Specialist – Emerging Technologies

Department/Division: Digital Skills Lab

Accountable to: Learning Development Lead (Core Services)

Competency	Criteria	E/D
Knowledge and Experience	Experience delivering the full training lifecycle, including training needs analysis, development of learning outcomes and success metrics, design, delivery and impact evaluation	E
	Ability to clearly explain the pros and cons of generative AI including social and technical aspects to non-technical audiences	E
		E
	Prior experience designing and/or delivering training tailored to the use cases of specific industries/fields of study	E
	Training or tutoring experience in digital skills	E
	Proficient in Microsoft 365	E
	Proficient in Power Platform (any of Power Apps, Power BI, Power Automate)	E
	A university degree or experience of working in a higher education institution	D
	Recognised teaching, training and/or instructional design qualification, ideally TAP or PGCertHE	D
Completed training in, or hold certificate in, performance consulting	D	
Teaching and Training		E



	<p>Experience repurposing existing open source or off-the-shelf learning material to meet agreed learning objectives and for a variety of formats, audiences, and skill levels</p>	E
	<p>Evidence of the ability to independently deliver effective training to learners at different skill levels, tailoring training methods and learning materials to the learners specific learning needs</p>	E
	<p>Evidence of the ability to produce clear, concise, and user-friendly written instructional training materials with minimal supervision</p>	E
	<p>Experience in delivering blended, hybrid and flipped learning sessions</p>	D
	<p>Experience in joint problem solving on a one-to-one basis</p>	D
Service Delivery	<p>Examples of proactively seeking feedback from learners and colleagues and utilizing this information to improve your practice</p>	E
	<p>Experience of effectively tailoring training methods and learning materials to the learners specific learning needs</p>	E
	<p>Ability to keep accurate records about learner participation, feedback and comments, appropriately communicating key messages or issues with colleagues</p>	E
	<p>Evidence of understanding how to measure learner engagement and knowledge transfer</p>	E
	<p>Experience in providing support to more junior team members</p>	E
	<p>Examples of identifying, agreeing, and evaluating the success of programmes beyond participant satisfaction scores, such as measuring impact or meeting specified business objectives</p>	D
	<p>Prior experience in collaborating with team members to set and monitor service standards</p>	D
	<p>Prior experience providing informed and constructive feedback on the teaching practice of colleagues and peers</p>	D
Teamwork	<p>Experience in working collaboratively with team members to solve problems and improve service provision</p>	E
	<p>Ability to identify issues which can be resolved independently and those which require escalation or communication to more senior management</p>	E
	<p>Prior experience of effective communication and collaboration with colleagues in other teams undertaking similar work</p>	E
	<p>Prior experience in supervisory or line-management capacity</p>	D



	Experience of working successfully in a small team, contributing to operational and strategic planning	D
Planning and Organising Resources	Ability to contribute expert advice and recommendations to benefit strategic planning, taking into consideration budgetary and technical constraints	E
	Evidence of managing own workload in order to meet set deadlines and according to agreed priorities, demonstrating sound judgement in the exercise of initiative and seeking input and guidance	E
	Evidence of proactively developing own knowledge and understanding to keep pace with changes in technology	E
	Ability to contribute expert advice and recommendations to benefit strategic planning, taking into consideration budgetary and technical constraints	D
Analysis and Research	Ability to research and evaluate third-party learning resources, industry offerings and partnerships, and the work of colleagues in other institutions in order to make informed and considered recommendations to the team	E
	Evidence of exploring and implementing new technologies into your own (or others') work practices	E
	Prior experience in horizon scanning and suggesting new initiatives based on practices elsewhere	E
	Evidence of using management and course evaluation information to analyse effectiveness of provision and identify and implement evidence-based improvements	D
Communication	Evidence of adapting techniques in order to provide successful tutoring or training to learners of varying skill levels, from very basic users to highly IT-literate staff	E
	Ability to communicate effectively with colleagues, including effective questioning and listening techniques and adaptation of style and technique to different audiences	E
	Evidence of keeping internal and external stakeholders apprised of project progress, and potential blockages	E
	Prior experience communicating about the impact and success of your and your team's work	E
	Ability to use a range of tools to work effectively in a hybrid work environment	E



	Prior experience in tailoring communications or promotional messages to different user groups	D
Liaison and networking	Prior experience in identifying and/or maintaining effective networks and collaborations with internal and external stakeholders	E
	Prior experience of promoting the work of a team at conferences and internal and external network events	D
	Prior experience collaborating effectively with colleagues at other organisations or institutions	D
Decision making	Experience in advising learners on a range of learning options and opportunities, based on analysis of their learning objectives and preferences	E
	Prior experience actively and constructively contributing to decision making discussions with colleagues	D
Initiative and problem solving	Ability to research and solve technical/IT problems independently	E
	Evidence of referring learners to other appropriate colleagues or resources to ensure their issues are fully dealt with	E
	Evidence of using best practice to improve a service	D

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.