



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: Digital Coordinator

Department/Division: LSE Careers

Accountable to: Digital Learning Manager

Competency	Criteria	E/D
Knowledge and experience	Educated to degree level or equivalent, with English and Maths GCSE or equivalent	E
	Knowledge of HTML, CSS, JavaScript, blogging technologies, user testing, user experience (UX) and SEO	E
	Experience in web development, software development or programming	E
	Experience of CMS platforms	E
	Experience of different information taxonomies including faceted searching methodologies e.g. Diigo (tags, categories, filters)	D
	Knowledge of SQL	D
Communication	Evidence of being an 'early adopter' of new technologies	D
	Excellent verbal and written skills and the ability to communicate effectively and confidently at all levels	E
	Experience of understanding and conveying information in a clear and accurate manner face-to-face, in writing and by telephone	E
	Proven ability to communicate complex technical ideas to a non-technical audience	E
	Examples of diagnosing the needs of clients and pointing them at the most appropriate service or source of information	E
Teamwork and motivation	Examples of empowering others to try new ways of working	E
	Examples of having participated in and made a contribution to a team	E



	Ability to work within different teams in a professional manner	E
	Proven ability to support others with the use digital systems and technology	E
Liaison and networking	Examples of having developed effective working relationships	E
	Examples of day to day liaison with a range of stakeholders, internally and externally	E
Service delivery	Examples of having updated and developed a website	E
	Experience of providing a high quality, professional standard of service	E
	Experience of providing information accurately and promptly	E
Decision making	Proven ability to consult effectively and to make recommendations and/or to take independent decisions as required	E
Planning and organising resources	Examples of having organised and prioritised own work and met deadlines	E
Initiative and problem solving	Examples of having troubleshoot systems	E
	Examples of coming forward with new ideas and suggestions for developing and improving work	E
	Examples of having to evaluate the strengths and weaknesses of different technologies	E
Analysis and research	Examples of having analysed processes in order to optimise them through appropriate integration of technology	E
	Examples of having produced qualitative and quantitative reports and presented information in a range of appropriate formats	D
Team development	Examples of having provided training, guidance and inductions	E

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

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