



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: Senior Organisational Learning and Development Consultant (AI Skills)

Department/Division: HR (Organisational Learning)

Accountable to: Jacinta Stevens (Head of Organisational Learning and Development)

Competency	Criteria	E/D
Knowledge and Experience	<ul style="list-style-type: none"> Experience in instructional design, digital content creation, and learning programme delivery 	E
	<ul style="list-style-type: none"> Proficiency with learning management systems and e-learning authoring tools 	E
	<ul style="list-style-type: none"> Proven ability to conduct needs assessments and translate insights into actionable learning strategies 	E
	<ul style="list-style-type: none"> Understanding of adult learning principles, best practices, and change management principles 	E
	<ul style="list-style-type: none"> Knowledge of accessibility standards and inclusive design principles 	E
	<ul style="list-style-type: none"> Analytical skills for evaluating programme effectiveness and measuring impact 	E
	<ul style="list-style-type: none"> Knowledge of AI tools, applications, and their implications for higher education 	D
	<ul style="list-style-type: none"> Experience with digital transformation or technology adoption initiatives 	D
	<ul style="list-style-type: none"> Knowledge of capability frameworks and competency modelling 	D
Liaison and Networking	<ul style="list-style-type: none"> Strong stakeholder engagement skills with experience working across diverse organisational contexts 	E
	<ul style="list-style-type: none"> Familiarity with higher education structures, governance, and culture 	D



Communication	<ul style="list-style-type: none">• Excellent communication, presentation, and facilitation skills• Strong project management and organisational skills with the ability to manage multiple priorities simultaneously	E E
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E – Essential: requirements without which the job could not be done.

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