

PERSON SPECIFICATION

Job Title: Learning & Development Specialist – Care and ILM Directorate:	Post No: Division/Department:	Grade: D Section/ Location:
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*
Experience	Evidence of significant occupational experience in relevant sector e.g. health & social care and leadership and management	AF
	Working knowledge of QCF units and delivery of related training	AF & I
	Design and delivery of training courses and solutions	AF, I & P
	Have experience in the delivery of staff training in a variety of sectors including health and social care and leadership and management.	AF & I
	Evidence of current training to support competence to deliver training in a variety of sectors	I
	Individual, team and organisational development	AF
	Evidence of classroom management and assessment of need to meet individual learning needs and styles	AF & I
	Planning and executing quality assurance procedures in-line with awarding body standards	AF & I
	Planning and delivering standardisation activities to ensure consistency of assessment across whole training team	AF & I

Skills and Abilities <i>Including personal attributes</i>	<p>Exceptional verbal and written communication skills</p> <p>Ability to plan, assess, observe, negotiate and record outcomes of training</p> <p>Problem solving and decision making</p> <p>Evidence of using a variety of software packages including PowerPoint, Excel, Word and training management systems.</p> <p>Report writing and dissemination of information</p> <p>Being able to step in and cover sessions with little notice (where suitably qualified).</p> <p>Implement robust quality assurance systems and processes to ensure standards maintained across all qualification and courses</p> <p>Ability to develop relationships and influence stakeholders</p> <p>A reflective practitioner demonstrating self-awareness of own skills, knowledge and behaviours and how these impact others</p>	<p>AF & I</p>
Qualifications and Training <i>including professional qualifications</i>	<p>Level 5 - Teaching qualification</p> <p>Relevant professional qualification(s) at Level 3 e.g. Level 3 Diploma in Health & Social Care, Level 5 desirable Level 3 ILM essential</p> <p>Assessing qualification</p> <p>Internal Verification Qualification</p> <p>5 GCSEs or equivalent (Grade A – C to include English and Maths)</p>	<p>AF & I</p>
Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	<p>An outstanding commitment to working within equal opportunities and anti-discriminatory policies</p> <p>Able to travel freely in and out of the county</p> <p>Able to work flexibly with other members of the team to ensure cover is provided</p>	<p>AF & I</p>



Line Manager Signature:

Date:

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed: September 2024