



Person Specification

The qualifications, experience, knowledge, skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Criteria marked 'A' will be the main criteria against which your application will be shortlisted so please ensure that you provide evidence of how you meet the shortlisting criteria in your application. You may accompany your application with additional information including a CV if wished.

Job Title: Work Based Education Officer
School/Service/Institute: School of Digital, Technology, Innovation and Business

Selection Criteria Description	<i>Essential or Desirable</i>	<i>Application and/or Interview</i>
Qualifications		
Teaching Qualification	D	A
Educated to Masters levels or relevant professional experience	D	A
Minimum Level 2 English and Maths	E	A
Experience		
Recent experience in the relevant discipline and a thorough understanding of its working practices	E	A/I
Possess recent vocational experience of assessing qualifications including assessing and compiling learner portfolios	E	A/I
Recent experience and knowledge of working towards relevant professional body memberships	E	A/I
Experience of assessing against standards or similar competence-based frameworks	E	A/I
Experience of undertaking formal employee assessment in the workplace	D	I
Experience of providing pastoral and academic support to students	E	I
Knowledge		
An understanding of framework/standards and assessment requirements	E	I
An understanding of work-based learning programmes	E	I
An understanding of the key issues and challenges in the HE environment	D	I
Skills and Behaviours		
Possess appropriate IT skills relevant to the post or be willing to undertake training	E	I
The postholder will be required to travel and represent the	E	I

University in the UK and Overseas as required		
Ability to deal courteously and tactfully with staff, employers and apprentices and be able to work on own initiative with minimum supervision	E	I
Be highly organised, methodical and able to work to deadlines – with specific ability to cope with the pressures inherent in the post, i.e. rapid pace of change and meeting demanding deadlines	E	I
Have an awareness and understanding of Safeguarding, Prevent, Health & Safety and how to embed these into the curriculum	E	I
Ability to inspire and motivate learners in a creative, innovative and flexible manner to achieve the highest personal and professional standards -facilitating progression	E	A/I
Excellent verbal and written communication skills with the ability to engage a diverse audience	E	I
The ability to contribute professionally in internal and external meetings, acting as a representative of the University and a champion of the subject specialism	E	I
An understanding of the University's strategy and values, with the ability to demonstrate behaviours that align to the values	E	I

*Key	
[A] Application form	To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'
[I] Interview	To be assessed during the interview process including selection tests or presentation, as appropriate.