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: Organisational Learning and Development Apprenticeship Advisor - 12 months fixed contract

Department/Division: Human Resources

Accountable to: Organisational Learning & Development Consultant

Competency	Criteria	E/D
Knowledge and experience	• Knowledge of Apprenticeships and the Apprenticeship levy	E
	• Experience of coordination and administration of programmes of learning and development activity	E
	• Able to demonstrate an understanding of project management tools and techniques	D
	• Previous experience of working in a learning and development role supporting a complex and diverse organisation.	E
	• Demonstrated ability to develop course documentation and relevant policies to an agreed style and standard	D
	• Strong numerical skills, adept at using excel for reporting and analysis	E
	• Excellent knowledge of Microsoft Office: Word, Excel, PowerPoint and Outlook	E
Communication	• Ability to communicate in a diplomatic, tactful and courteous manner with a wide variety of people, at all levels, in the most appropriate format	E
	• Excellent written skills especially for report writing	D
	• Excellent presentation skills	E
	• Ability to exercise discretion and deal professionally with confidential and/or sensitive information	E
Planning and organising	• Ability to organise and manage small projects	E
	• Demonstrable ability to work accurately and pay attention to detail	E
	• Ability to manage workload and conflicting priorities	E

Service delivery	• Evidence of working to individual targets and working to tight deadlines	E
Teamwork and motivation	• Experience of working collaboratively with colleagues as part of a small team • Experience of being pro-active and taking responsibility for own workload • Ability to sustain momentum and a positive approach in a pressurised environment	E E E
Initiative and problem solving	• Experience of evaluating options, identifying effective courses of action and taking initiative to resolve problems	E
Liaison and networking	• Ability to develop good working relationships with internal and external contacts at all levels of seniority	E
Analysis and research	• Evidence of effectively understanding moderately complex information and compiling succinct summaries	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.