

PERSON SPECIFICATION

C17 – Learning and Development Officer

	Additional/changed requirements	E/D	Measure
Personal Skills	<ul style="list-style-type: none"> • Present a professional & confident image • Ability to make considered decisions • Must be assertive, show initiative and self-motivated • Ability to work on own and as part of a team • Excellent planning and organisational skills • Must be a clear and effective communicator • Project Management Skills • Design and creative flair • Ability to write clearly and concisely 	E E E E E E E E E	1,3 1,2,3 1,3 1,3 1,2,3 1,3 1,3,4 1,3 1,2,3
Experience	<ul style="list-style-type: none"> • Effective design and planning of learning and development events to meet the needs of individuals and the organisation • Delivery of quality training • Ability to demonstrate effective negotiating, influencing & coaching skills • Ability to learn and apply software/systems relevant to business requirements • Ability to achieve deadlines and work priorities • Ability to carry out training needs analysis and determine training needs of customers/learners • Demonstrate a high level of technical ability • Able to demonstrate and understanding and appreciation of ICT related issues • Ability to quickly learn new technologies and gain an in depth knowledge and understanding • In writing technical procedures and operational instructions • In creating a variety of learning solutions. 	E E E E E E E E E E E	1,2,3 1,2,3 1,3 1,3 1,3 1,3 1,3 1,3 1,3 1,3 1,3
Attainments/Qualifications	<ul style="list-style-type: none"> • Relevant ICT qualification or equivalent experience • Training qualification or equivalent experience • Project Management - Prince2 	E E D	1,3,4 1,3,4 1,3,4
Knowledge	<ul style="list-style-type: none"> • Extensive understanding of MS Office software applications • Knowledge and understanding of the principles and legislation relating to ICT security to conform with Council Policies • Commitment to equality and diversity in all aspects of training and service provision • An understanding of the Council's services, aims and objectives 	E E E E	1,2,3 1,3 1,3 1,3

Special Requirements	N/A	
Measure:	1. Application form 2. Test 3. At interview	4. Documentary evidence 5. Other [please specify]
Car Allowance	This post carries a designated car user status.	

	Name	Signature	Date
Person specification written by:	Jean Brennan		___/___/___
Person specification agreed by			___/___/___

Date of issue: July 2019

Additional notes for JE/HR. CH105.
