

**Person Specification:**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Education</b>	<ul style="list-style-type: none"> <li>• Educated to Degree level or above.</li> </ul>	<ul style="list-style-type: none"> <li>• Masters/PhD holder</li> <li>• Member of UK Higher Education Academy (HEA).</li> </ul>
<b>Skills/Training</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills.</li> <li>• Team-working and team management skills.</li> <li>• Ability to use initiative and imagination in addressing challenges.</li> <li>• High level of computer literacy including Microsoft Office programmes.</li> <li>• Project and change management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Budget setting and management skills.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least five years of experience in UK Higher Education training.</li> <li>• Experience of training e-learning technologies in a HE setting.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using either WebCT or Moodle.</li> <li>• Experience of e-assessment tools, lecture-capture technologies, audience participation devices or other e-learning technologies.</li> <li>• Experience of disability support in HE.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to develop constructive and strong relationships with a range of people both inside and outside the University.</li> <li>• Excellent communication, presentation and interpersonal skills.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• An ability to prioritise and to schedule workloads in the face of conflicting demands, and to be flexible in response to changing demands.</li> <li>• Commitment to service quality.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of issues facing the HE sector and specifically those around staff training and expectations.</li> </ul>