**Person Specification**

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| **Post:** | **Engineering Skills Based Assessor/Tutor** | **Department:** |  Training Services 2000 |
| **Key Requirements:** | **Essential/****Desirable** | **Assessed** | **Grade****5 high – 1 low** | **Comments** |
| **Qualifications:** |  |  |  |  |
| Relevant occupational qualification to the post advertised  | **E** | **A** |  |  |
| Assessor qualification (eg D32,33, A1, TAQA) (Assessor role) | **E** | **A** |  |  |
| Training/Teaching/Basic Skills qualification (Tutor role) | **E** | **A** |  |  |
| **Experience:** |  |  |  |  |
| Experience of quality and self assessment process  | **D** | **A/I** |  |  |
| Experience in the assessment of NVQ qualifications  | **E** | **A/I** |  |  |
| Ability to research, develop and deliver learning materials to support the achievement of learners up to and including Level 3 practical and level 3 technical | **E** | **A/I** |  |  |
| Experience in working under own initiative and managing time and workload effectively | **E** | **A/I** |  |  |
| Recent and relevant occupational experience in the qualifications being assessed  | **E** | **A/I** |  |  |
| Experience of coaching and supporting learners | **E** | **A/I** |  |  |
| Experience in the delivery of Functional Skills qualifications | **D** | **A/I** |  |  |
| Evidence of excellent interpersonal skills  | **E** | **A/I** |  |  |
| Experience in managing and working with external clients and learners | **E** | **A/I** |  |  |
| Experience in contributing to the external verification process | **D** | **A/I** |  |  |
| Experience of working to targets and deadlines | **E** | **A/I** |  |  |
| Experience in maintaining accurate records to meet internal and external audit requirements and following set procedures effectively | **E** | **A/I** |  |  |
| Experience in providing initial advice and guidance to learners and employers | **E** | **A/I** |  |  |
| **Skills/Knowledge:** |  |  |  |  |
| Understanding of SFA funding | **D** | **A/I** |  |  |
| Commitment to and understanding of quality systems and self assessment procedures | **D** | **A/I** |  |  |
| Commitment to managing time and meeting deadlines | **E** | **A/I** |  |  |
| Energy, enthusiasm and the ability to work under pressure and achieve goals | **E** | **A/I** |  |  |

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| Ability to be flexible and adapt to changing priorities | **E** | **A/I** |  |  |
| Commitment to producing timely reports and other documents as requested by the Operations Manager and Team Leader | **E** | **A/I** |  |  |
| Excellent customer service skills  | **E** | **A/I** |  |  |
| **Qualities:** |  |  |  |  |
| Willingness to undertake substantial travel in line with the needs of the role | **E** | **I** |  |  |
| Flexibility to work additional hours when required | **E** | **I** |  |  |
| **Other Requirements:** |  |  |  |  |
| An understanding of Safeguarding of Children & Vulnerable Adults within the workplace | **E** | **I** |  |  |
| Full commitment to Equal Opportunities and anti discriminatory working practices | **E** | **I** |  |  |

**E = Essential D = Desirable**

**A = Application I = Interview**

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