PERSON SPECIFICATION
Digital Transition Officer
Vacancy Ref: N1997

Criteria	Essential/ Desirable	Application Form/ Supporting Statements/
Experience of developing online training and support materials (e.g. videos,blogs, online courses)	Essential	Supporting Statements/ Interview
Experience of developing and designing clear concise web content which is easy to use and navigate	Essential	Supporting Statements/ Interview
Experience of supporting or training people	Essential	Supporting Statements/ Interview
Excellent written and verbal communications skills, an understanding of technology issues and the ability to explain technology related issues to a non-technical audience of varied seniority and technical ability	Essential	Supporting Statements/ Interview
Ability to plan ahead, manage projects and tasks, prioritise workloads and meet competing deadlines	Essential	Supporting Statements / Interview
Demonstrated proactive approach to problem solving; ability to work with multiple stakeholders to find creative and appropriate solutions.	Essential	Supporting Statements/ Interview
Experience of using tools for online learning, such as Xerte, Moodle, Camtasia etc. and content management systems.	Desirable	Supporting Statements/ Interview
Experience of collecting and analysing information and data, and developing services and preparing written reports based on evaluation data	Essential	Supporting Statements/ Interview
Knowledge of mentoring, coaching or counselling skills desirable.	Desirable	Supporting Statements/Interview
Ideally, knowledge of the HE context and the Widening Participation (WP) agenda; the support available to students and the challenges faced by particular student groups. Broad understanding of WP, student funding, disability, and welfare. Commitment to ensuring equal opportunities.	Desirable	Supporting Statements/ Interview
Good team member with emotional resilience and ability to work calmly under pressure and contain anxiety in self and others.	Essential	Supporting Statements/ Interview
A flexible approach to working patterns.	Desirable	Interview
Degree level education or equivalent.	Essential	Application Form
Experience of developing and delivering presentations, training, events and promotions.	Desirable	Application Form/ Interview

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be "scored" as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be "scored" as part of the shortlisting process.

- **Interview** – assessed during the interview process by either competency based interview questions, tests or presentation etc.