PERSON SPECIFICATION
Training Assistant (Digital Skills)
Vacancy Ref: N2015

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview*
Experience of developing online training and support materials (e.g. videos, written instruction, 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; preferably in IT and related subjects	Essential	Supporting Statements/ Interview
Ability to present information in an accurate, articulate and timely manner in an appropriate format for a range of audiences	Essential	Supporting Statements/ Interview
Experience in administration with excellent organisational skills, with a high level of accuracy and attention to detail.	Essential	Supporting Statements/ Interview
Ability to work and communicate effectively with staff at all levels of seniority and technical ability	Essential	Supporting Statements/ Interview
Ability to be proactive when solving problems and understanding other people's issues or ways of working	Essential	Supporting Statements/ Interview
Ability to work both individually and in a team, managing workload and have a flexible approach to work	Essential	Interview
Experience of writing technical instructions for a non-technical audience	Desirable	Supporting Statements/ Interview
Experience of using Terminal 4 Content Management System	Desirable	Application Form / Interview
Experience of using tools for online learning, such as Xerte, Moodle, Camtasia etc.	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, presentation etc.