PERSON SPECIFICATION

**Post:** Learning and Development Business Partner (Management Information)

**Post No.** TBC **Department:** Corporate Personnel

**Section:** Workforce Learning and Development

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| **Personal Attributes Required** | **Essential (E) or**  **Desirable (D)** | **Method of Assessment** |
| **Qualifications**  A recognised trainer qualification.  ECDL (Expert) or Microsoft Office User Specialist (MOUS) certification (Expert level) or equivalent. | E  D | AF/C  AF/C |
| **Experience**  Experience of developing and delivering ICT learning  using a diverse range of software.  Experience of coaching, mentoring individuals and group facilitation.  Experience of working with Microsoft Office applications and Internet and Intranet communication technologies such as Viva Engage.  Experience of planning and evaluating Learning and Development events.  Experience of working within a large organisation (multi-functional and multi sited).  Experience of budget monitoring and control.  Experience of Liquid Logic, Capita One and  iCasework | E  E  E  E  D  D  D | AF/I/P  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Knowledge, Skills Ability and Aptitudes**  Knowledge of Microsoft Applications.  Knowledge of Accessible Information.  An understanding of information gathering technology.  Training event design, preparation and delivery.  Group facilitation skills.  Ability to demonstrate highly effective communications skills.  Ability to manage relationships at all levels, internal and external.  Be adaptable able to work in a challenging and changeable environment.  Ability to prioritise tasks and work to deadlines.  Ability to take complex processes and tasks and translate these into easily understandable processes.  Ability to think clearly and analytically.  Knowledge of Internet and Intranet communication technologies. | E  E  E  E  E  E  E  E  E  E  E  D | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **SPECIAL REQUIREMENTS**  To be able to work flexibly  Possess a full current driving licence and use of own car. | E  D | I  I |

**Assessment Methods Key:** AF – Application Form

C – Certificates

I – Interview

P - Presentation

Prepared by: Michael Mainwaring

Designation: Workforce and Learning Service Manager

Date: April 2025.