



## PERSON SPECIFICATION

<b>POST</b>	<b>E-LEARNING INSTRUCTIONAL DESIGNER</b>		<b>DEPT</b>	<b>ILT TEAM</b>
<b>GRADE</b>	<b>SCALE 4</b>		<b>REF NO</b>	<b>048-20</b>

EDUCATION / TRAINING		CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P)
A HND (or level 4) qualification.		<b>E</b>	<b>AF / I</b>
Professional development qualification in e-learning.		<b>D</b>	<b>AF / I</b>
RELEVANT EXPERIENCE		<b>E / D</b>	<b>MEASURED BY</b>
Experience of supporting, administrating or using web-based content management systems or learning platforms, including end-user administration and content management.		<b>D</b>	<b>AF</b>
Experience of using Adobe Captivate or Articulate Storyline to produce online learning materials.		<b>D</b>	<b>AF / I</b>
Experience of using Adobe Creative Suite or Adobe Creative Cloud to support the production of online learning materials.		<b>D</b>	<b>AF / I</b>
Experience of providing customer focused support which enabled users to use technology.		<b>D</b>	<b>AF / I</b>
Experience of operating a helpdesk and keeping accurate records.		<b>D</b>	<b>AF / I</b>
RELEVANT KNOWLEDGE/ SKILLS & APTITUDES		<b>E / D</b>	<b>MEASURED BY</b>
Knowledge of current developments in Information Learning Technology and Virtual Learning Environments.		<b>D</b>	<b>AF / I</b>
Effective communication skills and the ability to enthuse staff and students regarding Information Learning Technology developments.		<b>E</b>	<b>AF / I</b>
Good organisational skills.		<b>E</b>	<b>AF / I</b>
Excellent customer service skills.		<b>E</b>	<b>AF / I</b>

<p>Able to prioritise and use initiative.</p> <p>Work effectively under pressure.</p> <p>Able to work independently and as part of a team.</p> <p>Able to work in a positive manner in a changing environment.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>	
<p><b>SPECIAL REQUIREMENTS</b></p>		<p>E / D</p>	<p>MEASURED BY</p>
<p>Must be prepared to start at 8.30 am.</p> <p>Must be prepared to work evenings and weekends up to 3 sessions per week, including 2 evenings and Saturday morning 9-12.30 pm.</p> <p>Must be prepared to work over a number of sites/different locations.</p> <p>Commitment to Equality &amp; Diversity Policy and practice within the workplace.</p> <p>Ability to demonstrate commitment to safeguarding children &amp; vulnerable adults.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>I</p> <p>I</p>	