
Learning & Organisational Development Officer

PERSON SPECIFICATION – ESSENTIAL CRITERIA

Attainments/competencies

- A degree (or comparable qualification) or equivalent experience in learning and development
- A working knowledge of the Regulated Qualifications Framework (RQF) requirements and Ofqual compliance
- A comprehensive understanding of the new Apprenticeship Standards and End-Point Assessment
- A working knowledge of Microsoft Office and e-portfolio systems

Special aptitudes

- Experience in planning and preparing learning and development programmes to meet specified outcomes for individuals and groups
- Experience in developing and preparing teaching and learning resources for individual and group development based on recognised teaching and learning theories
- Experience in the delivery of training and facilitation for individuals and groups
- A comprehensive understanding of the principles of assessment including national guidelines, legislation, compliance and statutory requirements
- Self-organisation and work planning skills including the ability to prioritise to ensure work is delivered on time and to agreed standards
- Interpersonal, presentation and communication skills
- Team working skills
- Customer service skills
- The ability to identify opportunities and promote services
- A flexible approach and the ability to work occasional evenings and weekends if required, with reasonable notice