

## PERSON SPECIFICATION

### HEAD OF AWARDING RESEARCH AND DEVELOPMENT

	Essential/ Desirable
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Educated to degree level or equivalent experience</li> <li>Professional qualification relevant to the post</li> <li>Professional qualification in leadership and management</li> </ul>	 E D D
<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>Understanding of the post-14 and adult education sector</li> <li>Understanding of current issues within the wider vocational education and training environment</li> <li>Experience of working in a similar environment with a strong qualification and/or education product development background</li> <li>Ability to interpret and respond appropriately to the external environment</li> <li>Ability to recognise changes in circumstances promptly and adjust plans and activities accordingly</li> <li>Ability to set and achieve demanding performance targets</li> <li>Proven record of being innovative and responsive to customer needs and educational policy drivers</li> <li>Experience of working in a regulated environment</li> <li>Proven people management skills</li> <li>Experience of different assessment methods, types and practices employed in the education sector</li> <li>Experience of good practice in assessment approaches and development</li> </ul>	 E E E  E E  E E E E
<b>Skills</b> <ul style="list-style-type: none"> <li>Strong leadership and management skills</li> <li>Excellent written and verbal communications skills presenting information logically and concisely in ways that promote understanding</li> <li>Excellent organisational and time management skills with the ability to multi task within a demanding environment</li> <li>Excellent IT skills, confident with using a variety of systems and Microsoft Office</li> <li>Excellent planning skills - planning and organising day to day activities ensuring efficient and effective performance</li> <li>Excellent customer service skills</li> <li>Ability to work effectively within and between teams to achieve common objectives</li> <li>Ability to make best use of available resources and proactively seek new sources of support when necessary</li> <li>Ability to develop and maintain strong working relationships</li> </ul>	 E E  E E  E E E E
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>Ability to delegate effectively, making sure people are clear on their accountability</li> <li>Committed to high standards of quality and seeks to continually improve systems and processes</li> <li>Treats people fairly and respectfully</li> <li>Embraces change in a positive manner</li> <li>Committed to continuous self-development</li> <li>Shows respect for the views and actions of others, making a point of recognising and acknowledging excellent work</li> </ul>	 E E  E E E E