

## PRODUCT DEVELOPMENT OFFICER

### PERSON SPECIFICATION

	Essential/ Desirable
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Good standard of education, as evidenced by qualifications at Level 2 including English and Maths Grade C/4 equivalent or above</li> <li>• Level 3 qualification</li> </ul>	 E  D
<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>• Experience using MS Office applications to produce different documentation, reporting and presentations.</li> <li>• Knowledge of or interest in the UK Education system, particularly vocational and apprenticeships.</li> <li>• Experience of working in a busy office with a strong collaborative ethos.</li> <li>• Experience in the development of qualifications and assessments.</li> <li>• Subject knowledge appropriate to one or more of the sectors which Skills and Education Group supports.</li> </ul>	 E  D  D  D D
<b>Skills</b> <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills, including presenting information logically and concisely in ways that promote understanding</li> <li>• Strong attention to detail, proofreading and copy editing skills</li> <li>• Excellent IT skills, including using Microsoft Tools (Outlook, Word, Excel, Teams)</li> <li>• Ability to critically evaluate documentation, systems and processes to identify potential improvements</li> <li>• Ability to compile, interpret and present statistical information</li> <li>• Ability to prioritise, plan and organise day to day activities ensuring efficient and effective performance</li> <li>• Organisational and time management skills with the ability to multitask within a busy office environment</li> <li>• Good interpersonal skills: utilising assertive, honest and respectful communication</li> <li>• Effective problem-solving</li> </ul>	 E  E E E  E E  E  E E
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>• The ability to use own initiative and know when to seek advice</li> <li>• Committed to high standards of quality and seeks to improve systems and processes</li> <li>• Ability to work under pressure to tight deadlines</li> <li>• Ability to develop and maintain strong, effective and professional working relationships</li> <li>• Committed to continuous self-development</li> <li>• Flexible and receptive to change</li> </ul>	 E  E  E E  E E