

PERSON SPECIFICATION

	Essential/ Desirable
Qualifications <ul style="list-style-type: none"> Educated to a minimum level 3 in a relevant vocational subject Level 4 Award in Externally Assuring the Quality of Assessment Process and Practice Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice Relevant demonstrable professional experience within the Automotive Industry including up to date technical awareness of the qualifications Minimum GCSE English at Grade 4 or above or equivalent qualification in English Language 	E E D D D
Knowledge and Experience <ul style="list-style-type: none"> In depth knowledge of the MOT and associated qualifications Knowledge of automotive qualifications Demonstrable professional experience as a tutor/trainer Demonstrable professional experience as an EQA Knowledge of the DVSA Assessment Strategy 	E E D D D
Skills <ul style="list-style-type: none"> High standards of accuracy and attention to detail Excellent written and verbal communication skills presenting information logically and concisely in ways that promote understanding Excellent IT skills, confident with using a variety of systems and Microsoft Office Ability to prioritise, plan and organise day-to-day activities ensuring efficient and effective performance Effective problem-solving techniques Ability to work effectively within and between teams to achieve common objectives 	E E E E E E
Personal Attributes <ul style="list-style-type: none"> Leads by example and shows personal enthusiasm by explaining why things need doing Treats people fairly and respectfully Acts with professional integrity at all times Has the ability to use initiative but also work as part of a team Proactively seeks input when needed and values the expertise of others Excellent customer service skills Committed to high standards of quality and seeks to continually improve systems and processes 	E E E E E E E E

<ul style="list-style-type: none"> • An ability to work under pressure to tight deadlines • An ability to develop and maintain strong, effective and professional working relationships • Flexibility in working hours when necessary • Committed to continuous self-development • Flexible and receptive to change • Identifies and adopts innovative approaches to assessment, enhancing the learner experience and maintaining quality standards. 	E E E E E D
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