

PERSON SPECIFICATION

	Essential/ Desirable
Qualifications <ul style="list-style-type: none"> Educated to level 4 or equivalent in a relevant subject Relevant demonstrable professional experience Minimum GCSE English at Grade 4 or above or equivalent qualification in English Language 	E E D
Knowledge and Experience <ul style="list-style-type: none"> In depth knowledge of the Certificate of Professional Competence for Transport Managers (Passenger Transport and Road Haulage) qualification Demonstrable professional experience as a registered examiner Previous demonstrable experience at Senior and/or Lead/Principal Examiner level 	E E 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 D 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 Knows when and is willing to seek and take advice Excellent customer service skills Committed to high standards of quality and seeks to continually improve systems and processes An ability to work under pressure to tight deadlines 	E E E E E E E E E

<ul style="list-style-type: none">• An ability to develop and maintain strong, effective and professional working relationships• Flexibility in working hours when necessary• Is committed to continuous self-development• Flexible and receptive to change• Creates opportunities to be innovative and think about things differently	E E E E
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