

PERSON SPECIFICATION

	Essential/ Desirable
Qualifications - 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 - 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 - 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 - 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

• 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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