Person specification for the role of Lead Learning & Development Specialist

Essential	Desirable
Level 5 or above Leadership and / or Management qualification or equivalent professional certification, recognition and/or background.	Relevant experience of working with government and non-profit organisations.
Recognised Assessor, Internal / External Quality Assurer qualifications (e.g. D32, D33, D34, D35 / A and V units / TAQA or international equivalent) or extensive experience in an assessment and/or quality role.	Qualifications in training and development.
Professional background in learning and development.	Experience of developing and delivering online standardisation, training materials and events.
Experience in a leadership role.	Experience of developing and delivering online training materials and events.
Current or recent relevant experience of working in a range of learning and development settings including corporate/commercial.	
Experience of monitoring and supporting a remote team.	
Substantial experience of developing and coordinating standardisation events.	
Up to date experience of developing and delivering remote training activities and events.	

Experience of managing a team, within a regulatory environment.	
Excellent, concise report writing skills.	
Experience of producing accurate, concise, clear written documents and reports.	
Experience of producing guidance materials to support teams	
Excellent communication skills with the ability to communicate with a wide variety of stakeholders, both verbally and in writing.	
Proficient IT skills with experience of using key business software, e.g., Outlook, Word and Excel.	
Experience of using various meeting platforms, e.g., Teams and Zoom.	
Availability to attend and manage key activities throughout the year.	
Capacity to continue to complete centre approvals and renewals as an Assured Consultant, to retain currency and share best practice.	