

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.
Recognition 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.
Current, green rated associate within the Learning & Development Specialist team.	Experience of developing and delivering online training materials and events.
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 co-ordinating standardisation events
Experience of managing a team remotely, within a regulatory environment.	
Experience of producing accurate, concise, clear written documents and reports.	
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, Excel, Meeting platforms such as Teams and Zoom	
Availability to attend and manage key activities throughout the year.	
Capacity to continue to complete activities as a Learning & Development Specialist, to retain currency and share best practice.	