



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title:** Digital Skills Trainer – NVivo

**Department/Division:** Digital Skills Lab

**Accountable to:** Learning Developer (Data Science Tools)

Competency	Criteria	E/D
<b>Knowledge and Experience</b>	Prior experience in classroom-based teaching or training in technical topics	E
	Prior experience in providing one-to-one and small group support and advice	E
	A university degree or experience of working in a higher education institution	E
	Applied experience of delivering training in NVivo	E
	Applied experience of delivering training in any of the following technologies:	D
	<ul style="list-style-type: none"> <li>• Python</li> <li>• R</li> <li>• SPSS</li> <li>• Stata</li> <li>• Tableau</li> <li>• Git/GitHub</li> <li>• Web scraping</li> <li>• Machine Learning techniques</li> <li>• Database design and SQL</li> <li>• LaTeX</li> <li>• Matlab</li> <li>• Text Analysis</li> </ul>	
	Professional technical qualifications in any of the software listed above	D
Recognised teaching or training qualification, ideally TAP or PGCertHE	D	



<b>Teaching and Training</b>	Evidence of the ability to independently deliver training to learners at different skill levels	E
	Evidence of the ability to produce clear, concise, and user-friendly written instructional training materials with minimal supervision	E
	Prior experience providing technical training and advice on a one-to-one basis	E
	Experience designing or repurposing learning material to meet agreed learning objectives	D
	Experience in delivering blended and flipped learning sessions	D
<b>Service Delivery</b>	Evidence of understanding how to measure learner engagement and knowledge transfer	E
	Experience of working effectively and sensitively with learners with complex needs	E
	Examples of proactively seeking feedback from learners and colleagues and utilizing this information to improve your practice	E
	Ability to keep accurate records about learner participation, feedback and comments, appropriately communicating key messages or issues with colleagues	E
	Prior experience in collaborating with team members to set and monitor service standards	D
	Prior experience providing informed and constructive feedback on the teaching practice of colleagues and peers	D
<b>Teamwork</b>	Experience in working collaboratively with team members to solve problems and improve service provision	E
	Ability to identify issues which can be resolved independently and those which require escalation or communication to more senior management	E
	Prior experience of effective communication and collaboration with colleagues in other teams undertaking similar work	E
	Experience of working successfully in a small team, contributing to operational and strategic planning	D
<b>Planning and Organising Resources</b>	Evidence of managing own workload in order to meet set deadlines and according to agreed priorities, demonstrating sound judgement in the exercise of initiative and seeking input and guidance	E
	Ability to contribute expert advice and recommendations to benefit strategic planning, taking into consideration budgetary and technical constraints	D



<b>Analysis and Research</b>	Evidence of staying abreast of developments within field of expertise	E
	Ability to research and evaluate third-party resources, industry offerings and partnerships, and the work of colleagues in other institutions in order to make informed and considered recommendations to the team	D
	Evidence of using management and course evaluation information to analyse effectiveness of provision and identify and implement evidence-based improvements	D
<b>Communication</b>	Evidence of adapting techniques in order to provide successful tutoring or training to learners of varying skill levels, from very basic users to highly IT-literate staff	E
	Ability to communicate effectively with colleagues, including effective questioning and listening techniques and adaptation of style and technique to different audiences	E
<b>Liaison and networking</b>	Prior experience of promoting the work of a team at conferences and internal and external network events	D
	Prior experience collaborating effectively with colleagues at other organisations or institutions	D
<b>Decision making</b>	Experience in advising learners on a range of learning options and opportunities, based on analysis of their learning objectives and preferences	E
	Prior experience in evaluating and recommending new services or software, taking account of budget or resource constraints	D
<b>Initiative and problem solving</b>	Ability to solve technical/IT problems independently	E
	Evidence of referring learners to other appropriate colleagues or resources to ensure their issues are fully dealt with	E
	Evidence of using best practice to improve a service	D

**E – Essential: requirements without which the job could not be done.**

**D – Desirable: requirements that would enable the candidate to perform the job well.**