



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 – Power BI

Department/Division: Digital Skills Lab

Accountable to: Learning Developer Lead (Academic Partnerships)

Competency	Criteria	E/D
Knowledge and Experience	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 Power BI	E
	Applied experience of delivering training in any of the following technologies:	D
	<ul style="list-style-type: none">• Python• R• SPSS• Stata• Tableau• Git/GitHub• Web scraping• Machine Learning techniques• Database design and SQL• LaTeX• Matlab• Text Analysis	
	Professional technical qualifications in any of the software listed above	D
	Recognised teaching or training qualification, ideally TAP or PGCertHE	D



Teaching and Training	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
Service Delivery	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
Teamwork	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
Planning and Organising Resources	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



Analysis and Research	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
Communication	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
Liaison and networking	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
Decision making	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
Initiative and problem solving	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.