



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	<p>Prior experience in classroom-based teaching or training in technical topics</p> <p>Prior experience in providing one-to-one and small group support and advice</p> <p>A university degree or experience of working in a higher education institution</p> <p>Applied experience of delivering training in Power BI</p> <p>Applied experience of delivering training in any of the following technologies:</p> <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 <p>Professional technical qualifications in any of the software listed above</p> <p>Recognised teaching or training qualification, ideally TAP or PGCertHE</p>	E
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Teaching and Training	<p>Evidence of the ability to independently deliver training to learners at different skill levels</p> <p>Evidence of the ability to produce clear, concise, and user-friendly written instructional training materials with minimal supervision</p> <p>Prior experience providing technical training and advice on a one-to-one basis</p> <p>Experience designing or repurposing learning material to meet agreed learning objectives</p> <p>Experience in delivering blended and flipped learning sessions</p>	E E E D D
Service Delivery	<p>Evidence of understanding how to measure learner engagement and knowledge transfer</p> <p>Experience of working effectively and sensitively with learners with complex needs</p> <p>Examples of proactively seeking feedback from learners and colleagues and utilizing this information to improve your practice</p> <p>Ability to keep accurate records about learner participation, feedback and comments, appropriately communicating key messages or issues with colleagues</p> <p>Prior experience in collaborating with team members to set and monitor service standards</p> <p>Prior experience providing informed and constructive feedback on the teaching practice of colleagues and peers</p>	E E E E D D
Teamwork	<p>Experience in working collaboratively with team members to solve problems and improve service provision</p> <p>Ability to identify issues which can be resolved independently and those which require escalation or communication to more senior management</p> <p>Prior experience of effective communication and collaboration with colleagues in other teams undertaking similar work</p> <p>Experience of working successfully in a small team, contributing to operational and strategic planning</p>	E E E D
Planning and Organising Resources	<p>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</p> <p>Ability to contribute expert advice and recommendations to benefit strategic planning, taking into consideration budgetary and technical constraints</p>	E D

Analysis and Research	<p>Evidence of staying abreast of developments within field of expertise</p> <p>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</p> <p>Evidence of using management and course evaluation information to analyse effectiveness of provision and identify and implement evidence-based improvements</p>	E D D
Communication	<p>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</p> <p>Ability to communicate effectively with colleagues, including effective questioning and listening techniques and adaptation of style and technique to different audiences</p>	E E
Liaison and networking	<p>Prior experience of promoting the work of a team at conferences and internal and external network events</p> <p>Prior experience collaborating effectively with colleagues at other organisations or institutions</p>	D D
Decision making	<p>Experience in advising learners on a range of learning options and opportunities, based on analysis of their learning objectives and preferences</p> <p>Prior experience in evaluating and recommending new services or software, taking account of budget or resource constraints</p>	E D
Initiative and problem solving	<p>Ability to solve technical/IT problems independently</p> <p>Evidence of referring learners to other appropriate colleagues or resources to ensure their issues are fully dealt with</p> <p>Evidence of using best practice to improve a service</p>	E E 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.