

Person Specification

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

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

Job title: Digital Skills Tutor

Ref No: DSL Tutor 26/27

Department: Digital Skills Lab, Academic and Professional Development Division

Accountable to: Learning Development Service Lead for Core Programmes

Criteria	Essential / Desirable
Teaching and Training	
Experience in teaching, tutoring, coaching or learner support (not necessarily digital skills)	E
<i>Experience in digital skills teaching or training</i>	D
<i>Experience in adapting teaching/tutoring style to individual learner needs</i>	D
Knowledge and Experience	
<i>Advanced skills in one of Excel, Power Bi, R, Python, or Stata</i>	E
<i>Advanced skills in LaTeX, Word, PowerPoint, NVivo, or SPSS</i>	D
Communication	
Ability to communicate technical concepts clearly and effectively to learners at different skill levels	E
Experience in communicating promptly with a manager or supervisor	E
<i>Experience using active listening or questioning techniques to assist others</i>	D

Criteria	Essential / Desirable
Teamwork	
Experience of working in a small team	E
<i>Experience in working collaboratively with team members to solve problems</i>	D
<i>Experience in collaborating remotely with team members</i>	D
Initiative and Problem Solving	
<i>Ability to solve technical/IT problems independently</i>	D
<i>Ability to analyse working processes and suggest improvements</i>	D