

PERSON SPECIFICATION:	
Essential	Desirable
Education and Qualifications	
<ul style="list-style-type: none"> • Post-graduate diploma in relevant subject or equivalent demonstrable experience • Management qualification • Evidence of continuing education and development 	<ul style="list-style-type: none"> • CIPD qualification
Experience	
<ul style="list-style-type: none"> • Operational management experience • Experience of effective staff management. • Experience of managing a team • Experience of working with internal and external stakeholders • Successful management of change and service modernisation • Experience of using a range of software packages • Experience of budgetary management. • Specialist, expert knowledge of the of the Core Skills Framework and the delivery of Statutory and Mandatory training requirements • Contribution to and implementation of training strategy • Extensive experience in the planning and management of a variety of training and development activity • Contribution to and implementation of training strategy 	
Knowledge/Skills/Abilities	
<ul style="list-style-type: none"> • Able to engage professionally and credibly at senior management level. Excellent communication and influencing skills • Able to communicate complex information across to a range of staff in both large and small group sizes; able to effectively adapt presentations according to nature of target audiences • Excellent analysis, reporting and documentation skills • Able to plan the delivery of training programmes for a variety of subjects, to support immediate and long term organisational objectives 	

<ul style="list-style-type: none"> • Able to exercise initiative and leadership when working within own area of competence and expertise; to respond positively to changes in priorities and able to work under pressure and balance conflicting workloads • 	
Working within Professional Boundaries	
<ul style="list-style-type: none"> • Accepts responsibility and accountability for own work and can define the responsibilities of others • Recognises the limits of own authority within the role • Understands the principle of confidentiality 	
Planning & Organisational Skills:	
<ul style="list-style-type: none"> • Ability to analyse and identify shortcomings in work processes and present ways of overcoming them. • Ability to work on own initiative, prioritise workload and work to deadlines without constant supervision. • Ability to demonstrate an eye for detail • Proven ability to chair and manage business meetings 	

