

Appendix 6

Person Specification

Post: Apprenticeship Co-ordinator

Department: Personnel

Division: Corporate Learning & Development Unit

Personal Attributes required	Essential (E) or Desirable (D)	Method of Assessment
<u>Qualification/Training</u>		
• Project Management	D	AF/I
• ECDL or equivalent	D	AF/I
<u>Experience</u>		
• Implementing effective Apprenticeship Programmes	E	AF/I
• Working effectively with people of different levels, abilities and perspectives	E	AF/I/T
• Working in a local government culture and environment	E	AF/I
<u>Skills/Knowledge/Aptitudes</u>		
• Apprenticeship Frameworks	E	AF/I
• Presentation Skills	E	AF/I
• Giving and receiving constructive feedback	E	AF/I
• Ability to initiate and maintain effective working relationships with colleagues, clients and customers	E	AF/I/T
• Ability to assess participant learning and performance	E	AF/I
• Knowledge of training and development	D	AF/I
• Interpersonal Skills	E	AF/I/T
• ICT skills	D	AF/I
• Ability to produce written information to a high standard	E	AF/I
• Ability to effectively manage time, for example, manage own workload, deal with multiple priorities, plan and implement actions	E	AF/I
• Project working skills	E	AF/I
• Ability to gather and present information	E	AF/I
• Influencing skills	E	AF/I/T
<u>Special Requirements</u>		
• Occasional work required during the evening and weekends, eg careers fairs		

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