



PERSON SPECIFICATION

Post	Senior Training Officer
Reporting to	Head of APSE Training
Grade	SCP 27 - 35 Plus PRP
Post Purpose	To provide support to the Head of Training across the broad spectrum of training design, delivery and development projects undertaken by APSE's training arm

ATTRIBUTES		E	D	ID
RELEVANT EXPERIENCE	Experience of designing, delivering and evaluating effective training, development and/or learning opportunities	X		A, I, P & T
	Experience of working within Local Government training and development		X	A
	Minimum of 3 years in a management post, managing staff and budgets		X	A
	Advisory/research experience		X	A & I
	Experience of working with people from a range of disciplines		X	A & I
	Experience of presenting information well, in oral and written form	X		A, P & I
	Experience of project-based work	X		A & I
	Experience of working on own initiative to spot and exploit business opportunities		X	A & I
	Experience of achieving performance targets		X	A & I
QUALIFICATIONS & TRAINING	Educated to degree level or equivalent professional qualification	X		A
	Teaching/training qualification or relevant training experience		X	A & I
	Able to use a PC and common software at an intermediate level	X		A & I
	Project Management qualification or training		X	A & I

SPECIAL KNOWLEDGE & SKILLS	Understanding of how adults learn, the training cycle and the core purpose of training	X		A, I, P
	Able to manage own workload, work under pressure to meet tight deadlines and manage multiple priorities	X		A
	Able to allocate and secure resources appropriate to service planning priorities		X	A & I
	Able to demonstrate a customer-centric approach to build and sustain relationships with current and potential clients	X		A, I & T
	Skills to design, develop, deliver and evaluate effective training	X		A, I & P
	Able to plan and manage diverse workload and estimate input requirements for online and onsite training projects		X	A& I
	Willingness and ability to adapt to change	X		A & I
	To be politically sensitive and aware and demonstrate commitment to APSE's policies and core values	X		A, I & P
	High level of presentation skills, using tools appropriate for the content and audience	X		I & P
OTHER	Willingness to undertake a certain amount of travelling and of working outside normal working hours, which is reflected in the grade	X		I
	Commitment to the achievement of equality of opportunity in all aspects of employment and training	X		A & I
	Full UK driving licence and access to a car	X		A

ID	How identified	Requirements		
			Type	Number
A	Application Form			
I	Interview	E	Essential	15
T	Test	D	Desirable	10
P	Presentation			