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| **Job Title: Learning & Development Specialist – Digital Learning**  **Purpose: To develop and deliver training, learning, assessment and verification as required to Nexus staff and contractors in order to provide and maintain a competent workforce and to develop the workforce’s skills.** | Nexus Logo |

**Person Specification**

**Date: December 2020**

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| **Essential Criteria** | |
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| **EDUCATION** |  |
| Relevant subject specialism training at a minimum of Level 3 | Application Form/Certificate |
| English and Maths qualifications at a minimum of Level 2 | Application Form/Certificate |
| **SPECIFIC KNOWLEDGE** |  |
| Up to date knowledge of best practice in e-learning | Application Form/Interview |
| An understanding of evaluation techniques and how to evaluate work | Application Form/Interview |
| An understanding of what constitutes good quality training, learning, assessment and verification | Application Form/Interview |
| **SKILLS & COMPETENCIES** | |
| Highly skilled in the use of Microsoft Office with excellent IT skills | Application Form/Interview |
| Excellent communication skills, both oral and written | Application Form/ Interview |
| Ability to work flexibly in order to respond to business needs (e.g. unsocial hours) to ensure continuing competency and delivery of provision for others | Application Form/Interview |
| Demonstrable planning and organisation skills | Application Form/Interview |
| Prepared to advance academic and technical qualifications and skills appropriate to the job function where applicable | Application Form/Interview |
| Prepared to train/deliver in other areas of Nexus activities in addition to core specialist training area | Application Form/Interview |

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| **EXPERIENCE** | |
| Experience of developing digital training and learning modules and performance assessments | Application Form/Interview |
| Experience of using e-learning technology to support teaching, learning and assessment | Application Form/Interview |
| Experience of working within, and ensuring organisational standards, procedures and controls are maintained | Application Form/Interview |
| Experience of working in a team whilst able to demonstrate ability to work on own initiative and organise own workload | Application Form/Interview |
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| **DESIRABLE** | |
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| Relevant training or teaching qualification at a minimum of level 3 (eg. AET, PTLLS) and/or a commitment to undertake a Level 5 qualification whilst in post | Application Form/ Certificate/Interview |
| Experience of developing a digital learning platform | Application Form/Interview |
| Relevant assessor and verifier qualifications or commitment to undertake whilst in post | Application Form/ Certificate/Interview |
| Experience of delivering training outside of specialist area | Application Form/Interview |
| Awareness of Non-Technical Skills | Application Form/Interview |
| An understanding of railway and/or engineering operations | Application Form/Interview |