

Person Specification – People Development Lead, Band 7 (*subject to AfC evaluation*)

The person specification sets out the qualifications, experience, skills, knowledge, skills and behaviours which the post holder requires to perform the job to a satisfactory level.

	Essential	Desirable	Assessment
1. Qualifications	<ul style="list-style-type: none"> Degree or equivalent Recognised learning and development qualification Evidence of recent continuous professional development 	<ul style="list-style-type: none"> Teaching/training qualification Leadership/management qualification 	Application form & certificates
2. Experience	<ul style="list-style-type: none"> Significant experience of leading and managing individuals/teams Significant experience of designing, developing, delivering, implementing and evaluating impactful people development and talent interventions Experience of working with learners and training providers Experience of managing projects and seeing projects through to conclusion Experience of preparing reports and presentations to a variety of audiences Experience of digital/online learning platforms and learning management systems 	<ul style="list-style-type: none"> Experience in submitting successful funding bid applications 	Application form, interview & references
3. Knowledge	<ul style="list-style-type: none"> Broad understanding of learning and development theory and approaches including up to date knowledge of external learning opportunities Up to date knowledge of behavioral and psychometric diagnostic tools 	<ul style="list-style-type: none"> Knowledge of key issues facing the NHS 	Application form, interview & references

4. Skills	<ul style="list-style-type: none"> • Excellent analytical and numeric skills • Ability to work autonomously on own initiative organising and prioritising own and others workloads to meet changing and often tight deadlines and timescales • Be confident in situations where conflict, ambiguity, difficult and sensitive issues arise • Leadership and influencing skills able to lead, manage and motivate staff • Ability to design and deliver training and development across a wide range of activities and staff groups • Project management skills • Exceptional verbal and written communication skills • Ability to influence and persuade, adapting personal style to meet different situations • Ability to coach and lead other to fulfil their responsibilities • Excellent facilitation and presentation skills • Creative problem solving skills • Skilled in using Microsoft Excel, Word and Outlook • Ability to work as part of a team to ensure excellent customer service 		Interview & references
5. Behaviours	<ul style="list-style-type: none"> • Highly motivated, creative, professional and enthusiastic • A 'can do' and positive mindset • Driven to succeed in a challenging and evolving environment • Flexible, reliable, pro-active team player 		Interview & references
6. Physical Requirements	Medical clearance by Occupational Health to carry out the requirements of the post		OH assessment