

PERSON SPECIFICATION

Details of Person Specification

Job Title:	Vocational Training Advisor	Grade:	
Division/Section:	Engineering	Date:	June 2025
Prepared by:	Samantha Bright		
Designation:	Head of Curriculum		
Reviewed by:	Carrie Lynch		
Designation:	HR Manager		

This form describes the essential and desirable criteria a person needs to perform the job.

Candidates who meet essential criteria should be preferred to those who do not. Exceptions to this guideline need to be justifiable and should be recorded.

PERSON SPECIFICATION

1. KNOWLEDGE AND SKILLS

No.	Description	Method of Assessment
	Essential	
	Good communication skills	Application Form/Interview
	I.T. Skills	Application Form/Interview
	Numerical skills	Application Form/Interview
	Desirable	

EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	Essential 5 years recent experience in engineering industry	Application Form/Interview
	Desirable Training and assessing in relevant work context D32/33 or A1, A2, V1 or equivalent	Application Form/Interview Application Form/Interview

2. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	Essential Accuracy required in all work relating to training and record keeping	Interview
	Desirable	

3. PEOPLE

No.	Description	Method of Assessment
	Essential Excellent interpersonal skills. Excellent communication skills.	Interview Application Form/Interview
	Desirable	

4. OTHER REQUIREMENTS

No.	Description	Method of Assessment
	Essential Flexibility with regard to hours of work	Application from/Interview