



# University of the Highlands and Islands Moray College

## PERSON SPECIFICATION

### Details of Person Specification

<b>Job Title:</b>	Vocational Training Advisor	<b>Grade:</b>	
<b>Division/Section:</b>	Engineering	<b>Date:</b>	June 2025
<b>Prepared by:</b>	Samantha Bright		
<b>Designation:</b>	Head of Curriculum		
<b>Reviewed by:</b>	Carrie Lynch		
<b>Designation:</b>	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
	<b>Essential</b>	
	Good communication skills	Application Form/Interview
	I.T. Skills	Application Form/Interview
	Numerical skills	Application Form/Interview
	<b>Desirable</b>	

### EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	<b>Essential</b>  5 years recent experience in engineering industry	Application Form/Interview
	<b>Desirable</b>  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
	<b>Essential</b>  Accuracy required in all work relating to training and record keeping	Interview
	<b>Desirable</b>	

## 3. PEOPLE

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

## 4. OTHER REQUIREMENTS

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