



University of the Highlands and Islands Moray College

PERSON SPECIFICATION

Details of Person Specification

Job Title:	Learning Development Worker	Grade:	14-17
Division/Section:	Student Services	Date:	June 2025
Prepared by:	Nicole Hyslop		
Designation:	Head of Student Support Services		
Reviewed by:	Danielle Watson		
Designation:	HR Advisor		

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	
	Experience in providing supportive or pastoral advice.	Application Form/Interview
	Experience of supporting complex support needs.	Application Form/Interview
	Strong literacy and communication skills, including the ability to engage and influence a diverse student body.	Application Form/Interview
	Strong IT, presentation and administration skills.	Application Form/Interview
	Ability to demonstrate a solution focussed approach.	Interview
	Ability to interact with people with wide range of needs and abilities, tailoring your approach to student need.	Interview
	Ability to facilitate the development of	

	employability/essential skills in learners.	Interview
	Desirable 2 years knowledge/experience of the FE sector.	Application Form

2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	Essential Experience working in guidance or support in FE or related sector. Ability to solve routine and non-routine problems on an individual student basis. Enthusiastic in the motivation of learners.	Application Form Interview Interview
	Desirable Qualification in Guidance or experience of working in this context.	Application Form

3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	Essential Ability to act on own initiative. High degree of accuracy. Ability to prioritise workloads.	Interview Application Form/Interview Application Form/Interview
	Desirable	

4. PEOPLE

No.	Description	Method of Assessment
	Essential Experience of working cooperatively and effectively with students, staff and external agencies.	Application Form/Interview
	Desirable Experience of effective partnership working.	Application Form/Interview

5. OTHER REQUIREMENTS

No.	Description	Method of Assessment
	Essential Ability to maintain confidentiality. A commitment to Equal Opportunities.	Interview

		Interview
	Desirable	