MORAY MOIREIBH

PERSON SPECIFICATION

Details of Person Specification

Job Title:	Lecturer	**Grade:**	
Division/Section:		**Date:**	January 2014
Prepared by:	Tom McGarry		
Designation:	Assistant Principal		
Reviewed by:	Carolyn Thomson		
Designation:	Head of HR		

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	
	Excellent presentation skills	Presentation
	Excellent written communication skills	Application Form
	Excellent verbal communication skills	Interview
	Relevant subject knowledge	Interview
	Ability to use Microsoft Office applications	Interview
	An understanding of post compulsory education	Presentation
	An understanding of the wider remit of the lecturer role	Discussion point
	Desirable	

2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	Essential	
	Relevant qualification as indicated in the accompanying advertisement	Application Form
	Desirable	
	Teaching Qualification or willingness to undertake a teaching qualification	Application Form
	Assessor/Verifier awards	Application Form
	Previous teaching/training experience	Application Form
	Relevant industrial/commercial experience	Application Form

3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	Essential	
	To be accurate in all aspects of lecturer work	Interview
	Ability to manage own workload	Interview
	Desirable	

4. PEOPLE

No.	Description	Method of Assessment
	Essential	
	Good interpersonal/team working skills	Interview
	Desirable	

5. OTHER REQUIREMENTS

No.	Description	Method of Assessment
	Essential	
	Ability to handle confidential information appropriately	Interview
	Commitment to equal opportunities	Interview
	Ability to work safely in a College environment	Interview
	Desirable	