



PERSON SPECIFICATION

Post Title: LDQ Training Officer for Private, Independent and Voluntary Sector
Directorate / Division: Corporate Services/HR/Training
Scale: 4-5

Qualifications / Training:

It is **essential** that the postholder has:

- A relevant qualification in Learning Disabilities ie registered nurse in learning disabilities, CQSW, NVQ level 3 (or equivalent) gained in a learning disability service

It is **desirable** that the postholder has:

- NVQ Assessors Award D32/33 or A1
- NVQ Internal Verifiers Award D34 or V1
- TDLB Trainers Award Level 3 or equivalent

Experience / Knowledge:

It is **essential** that the postholder has:

- Considerable relevant, recent experience in the learning disability sector
- An understanding of assessment methodology.
- Experience in delivering training packages

It is **desirable** that the postholder has:

- Understanding of the HSC NVQs at levels 2/3
- An understanding of the implications of the white paper 'Valuing People'.
- An understanding of the National Minimum Care standards

Skills and Abilities:

It is **essential** that the postholder has:

- The ability to deliver training packages
- The ability to use Microsoft Office applications
- The ability to mark assignments using externally set criteria
- Be able to demonstrate a commitment to reflective practice
- Ability to organise own work load to make most effective use of time
- Ability to keep accurate records
- To work flexibly to meet the needs of candidates
- To liaise with managers/proprietors from a variety of organizations
- Ability to secure new contacts and establish professional relationships
- The ability to travel around the county

It is **desirable** that the postholder has:

- Ability to provide constructive, positive written feedback to candidates
- Ability to support candidates on a 1:1 basis when necessary

ADDITIONAL FACTORS

It is **essential** that the postholder has:

- Commitment to equal opportunities, anti discriminatory and anti-oppressive practice
- Commitment to training and professional development