

# PERSON SPECIFICATION – HR029



DORSET & WILTSHIRE  
FIRE AND RESCUE

<b>Job Title</b>	Digital Learning Designer
<b>Department</b>	Learning and Organisational Development
<b>Job Family</b>	Technical

Category	No.	Requirements	Essential (E) or Desirable (D)	Evidence: A, I, P, O (see key)
<b>Education &amp; Qualifications</b>	1.	4 GCSE passes - Grade A* - C / 9 - 4, including English and Mathematics or equivalent Level 2 qualification (including L2 functional skills), or higher-level relevant qualification	E	A
	2.	Relevant level 4 qualification in training and education, e.g. Diploma in Teaching or ICT Systems & Principles, or equivalent design and/or system experience	E	A
	3.	Experience of assessing others within a qualification or competency framework	D	A
<b>Knowledge &amp; Experience</b>	4.	Knowledge of creative software applications and online development tools	D	A, I
	5.	Experience of design/delivery of training to meet varied learning needs	E	A, I
	6.	Experience of project scheduling and planning work to meet delivery schedules	E	I
	7.	Experience of working with stakeholders to develop materials	E	I
	8.	Understanding of broad range of learning options, e.g. blended learning, paced practice, experiential learning, etc	E	I
<b>Skills &amp; Abilities</b>	9.	Excellent communication skills and a positive attitude to internal/external customer care	E	A, I
	10.	Creative and innovative approach to developing learning materials and championing a blended learning approach	E	I
	11.	Able to build good working relationships with wide range of stakeholders in order to achieve buy in and engagement	E	I
	12.	Able to monitor and analyse records	E	A, I

		and information to evaluate success		
	13.	Able to plan and prioritise tasks to a high level, together with effective project management skills	E	A, I
	14.	Effective stakeholder influence, communication and engagement with external training bodies and providers	E	A, I
	15.	Ability to recognise and respond to a range of stakeholder needs	E	A, I
	16.	Able to focus on results and outcomes and to maximise return on investment for learning and development activity	D	I
	17.	Able to undertake and apply external research to talent and learning and development proposals	D	A, I
<b>Additional Requirements</b>	18.	Must be able to fulfil the travel requirements of the role	* <sub>1</sub> E	A, I
	19.	Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others	E	I
	20.	A willingness to undertake Health & Safety training and comply with statutory responsibilities under Health & Safety legislation.	E	I
	21.	Prepared to undertake specific training as a part of the induction process to develop understanding of Fire Service activities and acquire post entry skills	E	I
	22.	A willingness to travel and work throughout both Counties and outside the Service area as and when required	E	A, I

\*<sub>1</sub> A Service vehicle may be available, please note Service vehicles are manual transmission only.

### **Key to Assessment**

**A)** Application

**I)** Interview

**P)** Presentation

**O)** Selection Tests (Psychometric Testing / Job Related)