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Description automatically generated with medium confidence

Person Specification

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| **Job Title** | Lecturer |
| **Responsible To** | Curriculum Lead/Head of Curriculum |

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | Good level of education in subject area of delivery. | Teaching qualification in Further and Higher education or willingness to undertake in a qualification |
| **Experience** | Experience of working in a busy office environment. | Experience of awarding bodies eg SQA  Knowledge of external agencies/ stakeholders SAAS, SLC |
| **Knowledge and Skills** | Excellent administration skills  Excellent communication skills  High level of accuracy and attention to detail  Experienced user of MS Office applications, in particular Outlook, Excel and Word.  Good time management skills |  |
| **Personal Qualities** | Team-worker  Adaptability  Confidentiality  Pro-active and self-motivated |  |
| **Other Circumstances** |  | Driving Licence |