**PERSON SPECIFICATION (PS)**

This form lists the essential and desirable requirements needed in order to do the job.

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| **Job Title:**  | NetworkLearning and Research Coordinator – Fixed Term | **Job ref no:** | PPS-0059-25 |
| **Grade:**  | 6 | **Department:** | Pathobiology & Population Sciences  |
| **Accountable to:**  | Prof Fiona Tomley | **Responsible for:** | N/A |
| **PS created by/ or reviewed by:** | Prof Fiona Tomley | **Date PS created/ reviewed:** | March 2025 |

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| **Evidence** |
| **Competency** | **Essential** | **Desirable** |
| **Technical knowledge and Experience** | Knowledge and experience in developing and maintaining a virtual learning environment that supports multi-media, asynchronous learning, and rapid feedback.Experience in audio/video editing Knowledge of technologies that facilitate online learning delivery, such as e-assessments, lecture capture, collaboration tools and e-learning authoring tools.Confidence in designing, deploying and collating data from online questionnaires and forms.Knowledge of GDPR requirements and accessibility responsibilities Education to undergraduate degree level or equivalent in a relevant subject | At least two years working with VLE systemsExperience in video production, including use of camera, sound, lighting, and visual composition.Experience of travel for research or training purposes in low-and-middle income settings, and/or working with heterogenous groups that encompass a range of cultures, learning styles and demands.Experience of website development and management Experience in developing and implementing training workshops.Understanding of the principles of One Health and interdisciplinary working |
| **Teamwork and Motivation****Teamwork and Motivation** | Ability to work productively on joint projects where information and materials need to be shared, edited and agreed with others.High level of self-motivation and ability to work independently and efficiently to deliver agreed outputs. Happy to work in a shared office space with awareness of good practice and sensitivity to others. | Ability to participate productively in team meetings in a professional, friendly, and equitable manner. |
| **Liaison and Networking** | Ability to establish rapport and professional interactions with people from a range of backgrounds, cultures and disciplines | Outgoing and empathetic personal approach to understanding challenges and providing solutions |
| **Initiative and problem solving**  | Evidence of creativity in problem solving, whether technical or logistic |  |
| **Communication** | High level of written and spoken English and ability to write concisely and clearly for a range of audiences.Comfortable in the use of online/virtual communications platforms and able to support others (Zoom/Teams/WhatsApp etc) | Ability to communicate in a friendly but assertive manner to all contacts. |
| **Personal skills** | Good forward planning and organisation, ability to prioritise tasks and respond rapidly to customer needs.Ability to work under pressure and be flexible to balance tasks and deadlines.Willingness to travel for work | Strong sense of personal motivation and keen willingness to expand knowledge and skills |