**PERSON SPECIFICATION**

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

Applicants will be shortlisted solely on the extent to which they meet these requirements.

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| **Job Title:**  | Course Co-Author (MOOC) | **Organisation:** | Bloomsbury Learning Exchange |
| **Grade:**  | 4  | **Rate of pay :** | £13.86 hourly |
| **Accountable to:**  | Director of the BLE |  |  |

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| **Evidence** |
| **Competency** | **Essential** | **Desirable** |
| **Training and education** | * A recent (<3 years) doctoral degree from a UK institution or currently engaged in doctoral study in a UK institution.
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| **Knowledge & Experience**  | * Personal experience and understanding of doctoral study in a UK institution.
* Understanding of diversity in education.
* Adapting writing to specific requirements (e.g. consistency, tone, style, concision, etc).
* Survey and research data collection and analysis.
* Teamwork and project collaboration.
* Understanding of course design and development.
* Some experience and willingness to work with video recording and editing.
 | * Teaching or course design and development.
* Course authoring.
* MOOC development.
* Video recording and editing.
* Expertise in issues of diversity in education.
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| **Communication Skills** | * Excellent oral and written communication skills.
* Ability to engage with doctoral students and supervisors based in a number of institutions to seek input into the development of the course.
* Write a variety of outputs, but primarily course content, in appropriate styles for the contexts.
* Share project information and outputs (reports, presentations, committees, etc).
* Use a variety of online communication tools (e.g. Zoom and Teams)..
 | * Extensive experience with online and digital communication tools.
* Interviewing as research and data gathering.
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| **Teamwork & Motivation** | * A motivated attitude as part of the team.
* Ability to participate in and contribute to team meetings.
* Work in an open and communicative way.
 | * Mentorship or advocacy role.
* Leading a small team.
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| **Liaison & Networking** | * Ability to build good working relationships with colleagues.
* Participation in networks, which could help to extend the reach of the project.
 | * Actively involved in peer and wide networks.
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| **Initiative & Problem Solving** | * Ability to contribute new ideas and potential improvements in processes.
* Proactively able to find solutions for smaller day-to-day issues.
* Can take personal responsibility to deal with difficult situations professionally and escalate appropriately.
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| **Planning & Organisation** | * Ability to prioritise workload to meet agreed targets and deadlines.
* Good attention to accurate information.
* Capable to maintaining data privacy requirements.
 | * Contract/project working.
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