**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. |  |
| **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. |
| **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. |
| **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. |
| **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. |
| **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. |  |
| **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. |