



POST TITLE:	ICT Training Officer		
LOCATION:	Service Headquarters, Carmarthen		
POST NUMBER:			
GRADE:	Grade 6		
DEPARTMENT:	ICT Department		
DIVISION:	N/A		
SECTION:	N/A		
	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u>
<u>QUALIFICATIONS/VOCATIONAL TRAINING/COMPETENCES</u>			
A relevant qualification as an instructor or trainer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and Certificates
A qualification in ICT specific training discipline	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form and Certificates
University Level Degree	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form and Certificates
Full Driving Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form
Qualification in delivering ECDL or similar qualifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form and Interview
<u>KNOWLEDGE</u>			
A good understanding of technical terminology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
A basic understanding of technical concepts including hardware, software and systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Ability to produce good quality training videos, including scripting and editing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Ability to produce clear and engaging technical guides and documentation for a wide range of skill and knowledge base	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
A basic understanding of GDPR and ICT security	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form and interview
<u>EXPERIENCE</u>			
At least 3 years continuous experience as a trainer delivering courses on a regular basis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
At least 2 years continuous experience delivering ICT training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview

Ability to deliver seminar training face-to-face to up to 50 people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Ability to deliver classroom training to group of 10+ people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Ability to deliver pre-recorded and live training over video conferencing platforms such as Microsoft Teams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Ability to create engaging multimedia presentations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview

JOB RELATED / PERSONAL SKILLS

Ability to work to tight deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Ability to work effectively in a busy environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Ability to work as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Ability to manage differing priorities effectively	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Enthusiastic and committed approach to providing a quality service and appropriate training solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Ability to manage time effectively as well as estimating time and resources required effectively	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview

COMMUNICATION SKILLS

English verbal and written skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Welsh verbal and written skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form and interview
Ability to communicate technical subjects well and with accuracy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Great communication to management and staff ensuring that you create effective communication channels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Working effectively with external suppliers of products and services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form and interview

WHERE A CRIMINAL RECORD CHECK HAS BEEN IDENTIFIED AS RELEVANT TO THIS POST THE LEVEL OF CHECK AND JUSTIFICATION FOR CARRYING OUT SUCH A CHECK IS SPECIFIED BELOW:

STANDARD DISCLOSURE:

ENHANCED DISCLOSURE:

JUSTIFICATION:

PREPARED BY:	Head of ICT	DATE PREPARED:	December 2020
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