

## Person Specification

### **SLS Professional Learning & Policy Officer**

#### **Experience and qualifications**

- Degree or equivalent level qualification.
- In-depth knowledge of current Scottish education policies, and the Scottish education system.
- A career that will have credibility with SLS members.
- Driving licence and access to a vehicle.
- Recent and relevant experience as a school or college or national level leader (within the last year preferable and no longer than two years).

#### **Skills**

- Strong communication skills. Ability to present information persuasively, accurately and concisely, verbally and in writing. Strong advocacy skills. Developed listening skills.
- Ability to think strategically and tactically.
- Ability to manage, implement and deliver policy objectives and achieve results.
- Good organisational and analytic skills. Ability to work on several projects at the same time and to prioritise effectively. Ability to quickly understand, summarize and respond to lengthy and complex documents.
- Familiarity with aspects of education and employment law.
- Proficiency in communication by email and general computer literacy.
- Disciplined approach to record-keeping and entering own programme in Outlook diary.

#### **Personal qualities**

- Ability to subscribe to the principles of the association and support its purposes and aims.
- Full commitment to the interests of the association's individual members and willingness to put their needs first.
- Ability to work flexibly and with sensitivity, especially when dealing with members in stressful personal situations. Willingness on occasions to work long hours, including evenings and at weekends.
- Integrity and the capacity to maintain confidentiality.
- Self-motivation and the ability to work effectively without close direction.
- Capacity to accept direction, and work as part of a team. Willingness to seek advice and support when necessary.
- Good interpersonal skills. Approachable and caring. A presence that inspires confidence. Ability to build rapport across a wide range of people and partners.
- Vigour, stamina, perseverance, and a good sense of humour.