

Competencies /Skills/Experience

What	Detail	Required/Desired
Planning and organising	<ul style="list-style-type: none"> ● Ability to write effective project plans ● Ability to schedule consultants' work ● Ability to organise own work and liaise with colleagues to deliver to project timelines ● Ability to work with Development and Delivery to ensure that what is being produced meets requirements ● Ability to see when a change is required and adapt plans accordingly and communicate the changes 	<p>R</p> <p>R</p> <p>R</p> <p>R</p> <p>R</p>
Communications	<ul style="list-style-type: none"> ● Ability to liaise with internal stakeholders (Curriculum Teams, Relationship Managers, Strategists, Assessment Design and more) re. internal developments ● Ability to organise internal messaging e.g. Hub messages, updates to internal stakeholders) ● Ability to write technical scripts e.g. for 'how to videos' ● Ability to communicate clearly, verbally and in writing, for communications and with an understanding of how our work addresses the needs of teachers and students ● Ability to write clear and effective project documentation, such as specifications ● Ability to interpret the needs of teachers so that concrete solutions are made available ● Ability to create technical documentation ● Ability to produce quarterly updates for internal use 	<p>R</p> <p>R</p> <p>R</p> <p>R</p> <p>R</p> <p>R</p> <p>D</p> <p>D</p>
Skills	<ul style="list-style-type: none"> ● Use of Microsoft Office software and/or Google suite ● Use of annotations / highlights software ● Use of TRAC to monitor schedules ● Understanding of information systems and how to categorise content effectively 	<p>R</p> <p>R</p> <p>D</p> <p>D</p>
Training	<ul style="list-style-type: none"> ● Ability to train contractors in the use of Exampro technologies/software 	<p>R</p>

	<ul style="list-style-type: none"> ● Ability to clearly communicate detailed and technical processes 	R
Customer facing	<ul style="list-style-type: none"> ● Ability to represent organisation at public-facing conferences and events ● Ability to communicate clearly with customers directly via phone, eg to explain subject specific information to teachers 	R R
Experience	<ul style="list-style-type: none"> ● Experience in project management ● Understanding of assessment in schools ● Experience of teaching or other school-based role ● Experience of writing assessments and mark schemes ● Experience of critically evaluating assessment materials 	R R D Optional Optional