

# Person Specification



University of the  
Highlands and Islands  
Argyll College

Oilthigh na Gàidhealtachd  
agus nan Eilean  
Colaiste Earra-Ghàidheil

<b>Job Title</b>	Tutor
<b>Responsible To</b>	Curriculum Manager

Criteria	Essential	Desirable
<b>Qualifications</b>	Good level of education in subject area of delivery.	Teaching qualification in Further and Higher education or willingness to undertake in a qualification
<b>Experience</b>	Experience of working in a busy office environment.	Experience of awarding bodies eg SQA  Knowledge of external agencies/ stakeholders SAAS, SLC
<b>Knowledge and Skills</b>	Excellent administration skills Excellent communication skills High level of accuracy and attention to detail Experienced user of MS Office applications, in particular Outlook, Excel and Word. Good time management skills	
<b>Personal Qualities</b>	Team-worker Adaptability Confidentiality Pro-active and self-motivated	
<b>Other Circumstances</b>		Driving Licence

Argyll College is a trading name of Argyll College UHI Ltd, a charity registered in Scotland, No: SC026685