



## Subject Matter Expert (LCCI and LTL)

### Purpose of this role:

An external Subject Matter Expert provides up-to-date sector or subject specific expertise for the assessment of the given qualification(s). The Subject Matter Expert must have current sector/subject knowledge and/or experience relevant to the qualification(s) in question.

### Key Accountabilities:

Provides up-to-date sector or subject specific expertise for the assessment of the given qualification(s)

### PERSON SPECIFICATION

#### Previous Work Experience:

##### Essential:

Current sector experience/applied subject knowledge with at least two years experience

#### Skills and Knowledge:

##### Essential

- Good communication skills; good standard of written English and ability to offer constructive feedback clearly and concisely
  - Confident use of IT and word processing
  - Ability to follow a brief and meet deadlines
- Flexibility to adapt to changing guidelines and attend training as required



## **Desirable**

- Intermediate level skills in the use of Microsoft Word and Excel

## **Requirements:**

Any associate undertaking this role must:

- Have personal IT equipment capable of running Pearson required software
- Have a suitable internet connection
- Have a personal and secure email account
- Have a postal address in the United Kingdom
- Declare any conflicts of interest that could impact on the role
- Have availability, dependent upon the requirements and workload for the sector, in any given year
- Abide by the terms of conditions as stated in the contract for work