



Technician (Engineering) Job Description

Faculty / Department:	Engineering , Motor Vehicle and Electrical	
Responsible to:	Director of Technology	
Responsible for:	N/A	
Grade:	Salary Range: £18,327 - £18,747 per annum, pro rata (Grade 2A, SCP 13 – 14)	Hours: Part time, 21 hours per week (0.57 FTE)

Role Summary:

Working in consultation with the Engineering teaching team to organise and provide the practical resources to meet teaching needs. To ensure the availability of resources for practical's and issuing replacement equipment during practical sessions as and when required. To order and control the resources used, giving due regard to College and Statutory Health and Safety requirements.

Main Duties and Responsibilities:

Work Processes and results

- Organise the provision of equipment, materials, tools and visual aids as appropriate, to help facilitate learning, including carrying out demonstrations.
- Organise the maintenance and calibration of tools and equipment, undertaking repair work where possible and ensuring that a regular overhaul/maintenance programme of departmental equipment is carried out.
- For work areas under your control (such as Workshops & Equipment Stores) ensure that tidy, safe and efficient working conditions are provided for both students and staff at all times.
- Conduct a regular check on firefighting equipment and emergency exits reporting any potential problems to the Estates team or other appropriate authority.
- Ensure that all materials within the department have the appropriate C.O.S.H.H documentation.
- Ensure any First Aid boxes in the area are stocked in accordance with College procedures.

- Produce and update risk assessments for teaching, learning and assessment activities, working in conjunction with the teaching staff.
- Report and take appropriate steps to make safe any defective or dangerous equipment, acting as the key contact to activate a resolution for any Health & Safety issues in your work area.
- Maintain stock records and order equipment and materials through the departmental systems, ensuring that all aspects of the college's financial regulations relating to procedures, records and security are complied with.
- Assist lecturing staff, where necessary, in the workshops and classrooms, paying particular regard to Health and Safety matters.
- Under the direction of the Technician Team Leader, assist and co-operate with other technician staff, or fellow workers located in other areas, when required to do so.
- Reclaim materials from old exercises where it is cost effective to do so.
- Participate in the Appraisal scheme and take part in appropriate staff development activities.
- Carry out such other duties, which may reasonably be required from time to time by the Line Manager.
- To carry out the above duties in the context of the practical application of the College's Equal Opportunities Policy and acting responsibly at all times in order to maintain the health and safety of yourself and others.

Team Work

- To work closely with the other Departments, as well as with partner agencies.

Communication / Documentation

- Communicate effectively across a wide range of audiences.

Supervision / Staffing.

- N/A

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

College Values

- To demonstrate and uphold the College's values, or Trust, Resilience, Authenticity & Ambition, Innovation & Collaboration, and Nurture (TRAIN).
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College and inclusive environment in which to learn and work.

Safeguarding of Children and Vulnerable Adults

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges. To attend relevant and associated training, as required.

Equality, Diversity, Health and Safety and Strategy

- A strong commitment to the principles and practice of equality and diversity
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

General Data Protection Regulation and Data Protection Act 2018

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the postholder.

These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the postholder.

This Job Description and Person Specification is accurate as at May 2020. In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.



Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

PERSON SPECIFICATION

Technician (Engineering)

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	<ul style="list-style-type: none"> Vocational qualification at Level 2 or above in Engineering. Level 2 qualification (GCSE A* - C or equivalent) in Maths and English or a willingness to attain these qualifications with the support of the College. 	<p>A, C</p> <p>A, C</p>		
Experience	<ul style="list-style-type: none"> Recent experience within the Engineering industry and can demonstrate current knowledge and skills Current Knowledge of new technology used within Engineering / Welding industry. 	<p>A, I</p> <p>A, I</p>	<ul style="list-style-type: none"> A Knowledge of machining with the use of Lathe, milling and CNC equipment is desirable. A knowledge of welding processes and weld testing would be advantageous. 	<p>A, I</p> <p>A, I</p>
Skills/ Aptitudes/ Competences/	<ul style="list-style-type: none"> Willingness and ability to work as part of a team Enthusiastic and self-motivated 	<p>A, I</p> <p>A, I</p>		

	<ul style="list-style-type: none"> • Commitment to own personal development • An understanding of and commitment to equal opportunities • Effective written and oral communication skills • Well-developed interpersonal skills • Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of learners and others 	<p>A, C</p> <p>A, I</p> <p>I</p> <p>I</p> <p>I</p>		
Other	<ul style="list-style-type: none"> • Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties. 	A, I		