

Role Description

Role Title: Technician – Electrical Installations	Pay Grade: Grade 5 £20,972 - £21,404
Normal Place of Work: AEC - Filton	Line Manager: Curriculum Manager
Normal Working Hours: Full time 37 hours	Responsible For: Maintaining electrical equipment

ROLE PURPOSE

- Provide support in workshops and other areas to ensure materials and equipment are in proper working order and available for learners to use as required for their learning
- Supporting the material aspects of Apprenticeship and Full Time End Point Assessments
- Build and maintain test and inspect rigs for exam purposes
- Organise workshops and carry out housekeeping task
- Create a maintenance rota for all electrical work shops and carry out those tasks
- Working with the other technicians within the Construction department to carry out general maintenance across all workshop areas

PRINCIPAL ACCOUNTABILITIES

- Discuss all practical activities with the course teacher
- Maintain and build test and inspect rigs for exam purposes
- Observe and maintain all current health and safety regulations as appropriate to the area of work
- Establish acceptable standards of tidiness and safety
- To prepare the equipment for the students to use in their practical training and assessments
- Be responsible for stock control, storage and maintenance of agreed levels of consumable materials
- To Liaise with suppliers and the authorised signatory to raise orders on the relevant budgets code
- Taking delivery of ordered goods and checking all related paperwork
- Be responsible for the maintenance, repair and replacement of tools and equipment across all workshop areas
- Maintaining current health and safety records for the workshop areas
- Participate in course team meetings, management meetings and staff development activities
- Maintain personal skills and knowledge relevant to the curriculum and to keep up-to-date in current methods appropriate to the area of work

- Act responsibly in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions
- Promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with
- Be responsible for own safety and not to endanger that of colleagues/visitors to the workplace
- Discuss annually at your performance review interview how your performance can be improved and where appropriate agree what actions can be taken for further improvement.

Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

Values

To role model the College values of: inclusivity, honesty, respect and ambition

Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

Person Specification

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Level 2 Diploma in electrical installations or relevant professional experience	✓		AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Experience of safeguarding and Prevent at an operational delivery level.		✓	AF/IV
Designated Safeguarding Lead training and experience of undertaking the designated safeguarding lead role		✓	AF/IV
Experience of having led support areas with evidence of achievement	✓		AF/IV
Experience of managing budgets effectively to maximise outcomes	✓		AF/IV
SKILLS AND ABILITIES			
Ability to transform, transfer and interpret data.	✓		AF/IV
Ability to manage yourself and others.	✓		AF/IV
A confident and decisive approach to difficult situations.	✓		AF/IV
Contribution and attendance at college wide events, i.e. open days, enrolment	✓		AF/IV
The successful candidate will promote and engender a safe environment for young people and vulnerable adults.	✓		AF/IV
Able to build and maintain professional relationships with students, colleagues, customers and key stakeholders.	✓		IV

***Assessment method:**

AF = Assessed via application form

AT = Assessed via test/work-related task

IV =

Cert =

Assessed via interview

Certificate checked at interview

Signed

Date