

**Job Description**

# **Job Title:** Technician: Engineering

**School:** Creative & Technical

**Location:** Blaenau Gwent Learning Zone

**Responsible To:** Head of School

**Job Purpose:**

An opportunity to join a cutting edge team working in a brand new advanced manufacturing centre in Ebbw Vale. You will provide day to day technical support in the Engineering section at BGLZ and the new HiVE satellite campus, running the workshop and providing general technical support across the department as required.

## Principal Responsibilities

1. Workshop Support

1. To prepare or manufacture specialist support materials.

1. To undertake routine maintenance of machinery in the main workshop.

1. To conduct daily checks on machines and tools.

1. To set up equipment as required for lessons by lecturing staff.

1. Team Contribution
2. To attend and contribute to team meetings.
3. To reinforce excellent standards of behaviour to learners and report any issues to lecturers.

1. To work with all staff to ensure that the College meets its Aims and Objectives, quality standards and performance targets.

1. To provide feedback and reports to the Head of School as required/requested.
2. To participate in Open Days and events, as required.
3. Administration

1. To register and maintain equipment.
2. To treat all work as confidential.

1. To control and maintain the level of stock and stores.

1. To complete financial processes and purchases as required for the department.
2. To keep an up to date inventory list for allocated rooms.

1. Policy and Procedure

1. To comply with all College Policies and Procedures including Financial Regulations and Procedures.

1. To ensure equality of opportunity in service delivery and course content

1. To undertake all duties in line with Health & Safety Policy and undertake risk assessments as appropriate

1. To ensure that all activities are compliant with the General Data Protection Regulations.
2. To promote the college’s core values and incorporate them into all aspects of the role.

1. To be responsible for supporting and supervising learners, including taking action to ensure acceptable behaviour at all times.

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| **Note:**1. **As a term of your employment you may be required to undertake such other duties as may reasonably be required of you commensurate with your grade/level in the college.**
2. **This is a description of the job as it is at present constituted. It is the practice of the College periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions.**
3. **This description is not intended to establish a total definition of the job, but an outline of the duties.**
4. **All staff are required to make themselves aware of the Financial Regulations. Finance Business Partners can make them available.**
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Person Specification

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| **Criteria**  | **Essential**  | **Desirable** | **Assessed by** |
| **Qualifications**  |
| 1. 3 GCSE’s grade A-C including English & Maths or equivalent
 | x |  | Application form |
| 1. NVQ Level 3 or equivalent in Engineering or proven relevant workshop experience
 | x |  | Application form/Interview  |
| 1. Health & Safety qualification, or be prepared to obtain
 | x |  | Application form/Interview |
| 1. First Aid qualification, or be prepared to obtain
 | x |  | Application form/Interview |
| **Knowledge & Experience** |
| 1. Experience of working in an advanced manufacturing/ engineering environment
 |  | **x** | Application form/Interview |
| 1. Knowledge and experience in advanced manufacturing in particular composites, additive manufacturing and robotics
 |  | **x** | Application form/Interview |
| 1. Digitally literate and can use MS packages
 | **x** |  | Application form/Interview |
| 1. Experience in stock control
 |  | **x** | Application form/Interview |
| 1. Up to date knowledge of Health & Safety legislation
 | **x** |  | Application form/Interview |
| 1. Experience in the maintenance of filing systems
 |  | **x** | Application form/Interview |
| 1. Experience in the operation & maintenance of heavy machinery
 |  | **x** | Application form/Interview |
| **Skills & Attributes** |
| 1. Ability to move and handle heavy equipment in accordance with Health & Safety guidelines
 | **x** |  | Interview |
| 1. Understanding the need for accurate recording activities
 | **x** |  | Interview |
| 1. Well organised and punctual
 | **x** |  | Application form/Interview |
| 1. Recognises and understands the need to comply with policy and procedure
 | **x** |  | Application form/Interview |
| 1. Understands the need for confidentiality
 | **x** |  | Application form/Interview |
| 1. Ability to work as an individual or team member
 | **x** |  | Application form/Interview |
| 1. Ability to use own initiative
 | **x** |  | Application form/Interview |
| 1. Good interpersonal and communication skills
 | **x** |  | Application form/Interview |
| **Additional Requirements** |
| 1. To have access to a vehicle
 | **x** |  | Interview |
| 1. To be available to work some evenings and to comply with changing timetable requirements.
 | **x** |  | Application form/Interview |
| 1. To work additional hours when requested, with notice.
 |  | **x** | Interview |