

Job Description

Job Title:	Specialist Technician
Reports to:	Curriculum Manager
Salary	Scale SUP D: (15 - 18) £19,258 per annum starting salary (incremental range £19,258 - £21,001)
Hours	Full-time – 37 hours per week
Annual Leave Entitlement	22 days rising to 27 days over 5 years, plus bank holidays

Main purpose and scope of the role:

To support teaching and learning and the smooth, safe day to day running of the specialist work area/s that you are responsible for, ensuring that regulations relating to Health and Safety (H &S) policies and College wide procedures are observed by staff and students using the facilities, and ensuring that outstanding customer service and professional conduct is demonstrated always.

To liaise with Curriculum Managers, lecturing staff, and other technicians to ensure that the technical support and supervision of specialist work areas meets all the timetabled and open access needs of the curriculum area and to ensure that that all staff and students using the specialist work areas, machinery and equipment have received appropriate operation and safety inductions.

To be responsible for the effective management of both consumable and physical resources including the safe movement of resources, the loaning out of resources and the safe storage of resources.

The post holder will report on a day to day basis to either the Senior Technician/ Curriculum Manager, and will be accountable for:

Responsibilities:

The post holder will report on a day to day basis to either the Senior Technician/ Curriculum Manager, and will be accountable for:

Supporting Teaching and Learning

- To liaise with Curriculum Managers and teaching staff to effectively support teaching and learning ensuring that specialist work areas and equipment operate safely during college hours, and providing organisational support, undertaking the manufacture of teaching resources and providing technical support, including demonstration, instruction and supervision for students and staff
- To ensure that staff and students using the specialist work areas, machinery and equipment have undertaken appropriate induction on the correct and safe use of specialist work areas, machinery and equipment, specialist processes and techniques and to ensure that accurate induction records are kept
- To oversee the regular recording student work for archive and the regular presentation and display of student work across the curriculum area where applicable
- To oversee the preparations for internal and external College promotional and recruitment events such as open evenings, and student hosted events, presentations and exhibitions including the construction of exhibition spaces

Support the safe and effective management and maintenance of resources and the environment

- Be responsible for sourcing and purchasing of consumables and equipment, ensuring that all procurement maintains a value for money ethos and is undertaken in line with College processes, financial regulations and within budget allocations as agreed by the budget holder
- To ensure that inventory records of equipment and machinery and maintenance and repair schedules and records are kept up to date by all technicians within the curriculum area
- To ensure that the Equipment Loan Store keeps regular hours of opening and the issuing and returning of equipment / materials is effectively recorded and tracked, ensuring the safe movement and secure storage of equipment
- To ensure that specialist materials/consumables are used economically and responsibly by staff and students and that they comply with the safe disposal of waste
- Undertake first line fault diagnosis and repair machinery/ equipment within own capabilities
- To oversee an ongoing programme of painting e.g. safe zones, making good, and maintenance as required by department managers and in line with H&S expectations

- Oversee the project management and installation of new machinery/equipment as required

Ensuring that regulations relating to Health and Safety policies and College wide procedures are observed throughout the Curriculum Area

- Ensure compliance with the Health and Safety procedures and regulations across the curriculum area and ensure that appropriate records relating to Health and Safety at Work Act, COSHH, Loler, Electricity at Work and relevant legislation are kept
- Responsibility for ensuring that specialist workshops/studios/salons/kitchens and machinery/ equipment/tools etc are safe to use by staff and students by scheduling a programme of room assessments, risk assessments, COSHH assessments and scheduling daily/weekly/ monthly/annual maintenance checks and servicing of machinery and equipment
- Responsibility for attending curriculum area Health and Safety meetings if required by the HoC, committee meetings etc as required and to play a key role in the dissemination of Health and Safety information to staff and students where this is applicable
- Responsibility for ensuring Health and Safety concerns/ issues are reported to the relevant parties e.g. Head of department/Curriculum Manager/Health and Safety Manager/Estates and addressed accordingly

Miscellaneous

- Complying with College wide policies and procedures.
- Undertaking any other duties as may be reasonably required by the Corporation.

NOTES:

Safeguarding Children and Vulnerable Adults

The College has a statutory and moral duty to ensure that it operates with a view to safeguarding and promoting the welfare of children and young people studying at the College. The post holder will be required to commit to the College child protection policy and promote a safe environment for children and young people learning within the College. All posts are subject to enhanced Disclosure Barring Services check, however, having a

criminal record will not necessarily bar you from working with us, this will depend on the nature of the position and the circumstances and background of your offences.

Equal Opportunities and Diversity

All employees of Greater Brighton Metropolitan College are required to promote equality and diversity in all aspects of the job. Specifically, the job holder will be required to support the College to meet the General Equality Duty under the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The protected characteristics are: Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Pregnancy/Maternity Leave, Race, Religion or Belief, Sex, Sexual Orientation.

Health and Safety

It is the responsibility of all employees to cooperate with the College management in meeting the objectives of providing a healthy and safe place of work. Therefore, all staff must carry out their work with reasonable care for the health and safety of themselves and other people. Accidents or near misses must be reported and safe working procedures must always be followed.

1. Duties will inevitably develop and change as the work of the College changes to meet the needs of our service. Employees should therefore expect periodic variations to job descriptions, the College reserves this right. This job description will be supplemented on a regular basis by individual objectives derived from College strategies.
2. Where an applicant or existing employee is, or becomes, disabled (as defined by the Equality Act 2010) and informs the College fully of their requirements, reasonable adjustments will be made to the job description wherever possible.

Person Specification

Job Title:	Specialist Technician
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The following is a list of the experience, knowledge/skills and qualities which the College requires in the post of Specialist Technician. This list is not exhaustive. It is a requirement of all our staff that they share and actively engage with the vision that the College will be exceptional.

Qualifications

Essential:

- Relevant specialist subject area qualification. Depending on curriculum area this qualification will be required at either level 2, level 3, level 4, level 5, or level 6
- English and Maths at level 2 or above
- Relevant statutory sector qualifications/certificates, or willingness to gain e.g. Basic Food Hygiene certificate
- Assessor qualification, or willingness to gain (if required by curriculum area)
- First Aid at Work Certificate, or willingness to gain

Desirable

- H&S qualification

Experience

Essential:

- Fully trained and competent in the operation of all relevant machinery used in the area
- High level of expertise and experience operating and maintaining specialist area machinery/equipment / tools, using specialist materials/products and undertaking specialist processes and techniques
- Experience of working in the relevant subject sector industry environment
- Experience of manual handling. Lifting and carrying on a regular basis
- Supervisory experience
- Experience of budget management and procurement

Desirable:

- Experience working within an educational environment
- Experience of project management

- First Aid Certificate
- Clean driving licence
- Experience as a trainer
- Good photographic skills for the recording of student work

Knowledge/understanding/skills/abilities

Knowledge

- Good IT skills and knowledge of Microsoft office suite, email and using spreadsheets
- Good working knowledge of relevant specialist subject related IT packages
- Knowledge of current H & S requirements relevant to specialist area of responsibility
- A commitment to and understanding of Equality and Diversity, Safeguarding, Prevent, Health and Safety and Data Protection.

Skills and abilities

- Able to undertake manual handling, heavy lifting and carrying
- Ability to lead, manage, co-ordinate and supervise teams effectively
- Excellent organisational, prioritisation and time management skills
- Excellent initiative and problem-solving skills
- Ability to carry out minor construction work
- Excellent interpersonal skills and ability to work effectively with both staff and students
- Excellent communication skills, both written and verbal
- Ability to provide excellent customer service and high level of professionalism
- Demonstrable knowledge of stock control and cost-effective procurement
- Ability to manage budgets effectively and fulfil required financial regulations
- Ability to troubleshoot and carry out routine maintenance of specialist machinery/ equipment/ tools
- Ability to work calmly under pressure and to support teams effectively during periods of high pressure
- Able to maintain professional standards and boundaries

Qualities

- Collaborative and team oriented
- Proactive, enthusiastic, flexible, 'can - do' attitude
- High level of professionalism and commitment
- Student and Customer focused
- Aptitude for responding to and managing new and changing circumstances with a positive attitude
- Commitment to the College's Mission and Values