

**Post Title:** Technician (Motor Vehicle)

**Place of Work:** The role is based at the Gravesend campus, but the nature of the work may require travel to any of the College sites.

**Hours of Work:** 37 hours per week (Monday to Friday) / 52 weeks per annum

**Salary:** Tier 7 Spot



**Summary:**

To provide practical and technical support for the delivery of Motor Vehicle courses within the department.

**Duties, Responsibilities and Accountabilities:**

- To maintain hand and machine tools, other equipment, and cleanliness of work areas associated with the department.
- To order and prepare materials for students use, and control stock.
- Act as safety observer during practical workshop demonstrations.
- Cooperate with lecturing staff in the preparation and development of facilities.
- Assist lecturers with demonstrations as required and effectively communicate with staff and students.
- Assist in the production of teaching models and aids across the Construction and Engineering departments.
- Requisition, storage and custody of goods and supplies for Corporation purposes.
- Contribute to safe working practices at all times and in all places, in accordance with the Health and Safety at Work Act and be responsible for risk assessments in practical areas.
- Assist as required with the maintenance of College premises and equipment within the scope of your special training or expertise.
- Actively participate in staff development training / programmes.
- You will be required to meet College IT standards specific for the role.
- Any other task within the range of the roles and responsibility of the position.

**All employees of the College are expected to work in such a way that delivers the following behaviours:**

1. Customer focussed, through a “can do” attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.

These behaviours will form part of the criteria within the Appraisal process.

| PERSON SPECIFICATION |           |           |  |
|----------------------|-----------|-----------|--|
| CRITERIA             | ESSENTIAL | DESIRABLE | ASSESSED BY<br><i>(Application, Task, Interview)</i> |
|                      |           |           |  |

|   |   |   |                         |
|---|---|---|-------------------------|
| <b>(1) Qualifications:</b>  |   |   |                         |
| Minimum of Level 2 competence qualification in the motor vehicle trade  | √ |   | Application             |
| A1 Assessor Qualification   |   | √ | Application             |
| V1 Verifier Qualification   |   | √ | Application             |
| <b>(2) Knowledge to include:</b>  |   |   |                         |
| Health and Safety in relation to the subject area   | √ |   | Application / Interview |
| Knowledge of the motor vehicle trade  |   | √ | Application / Interview |
| <b>(3) Experience to include:</b>   |   |   |                         |
| Industrial experience in the motor vehicle trade  | √ |   | Application / Interview |
| Competence in operating power and machine tools   | √ |   | Application / Interview |
| Supervisory skills and experience   |   | √ | Application / Interview |
| <b>(4) Skills and Attributes to include:</b>  |   |   |                         |
| Proactive and able to work on own initiative  | √ |   | Application / Interview |
| A confident and friendly manner, excellent interpersonal skills and an ability to communicate with a wide range of people | √ |   | Application / Interview |
| Flexible and adaptable approach to work   | √ |   | Application / Interview |
| Strong literacy Skills  | √ |   | Application / Interview |
| Computer literate   |   | √ | Application / Interview |

**General:**

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Staff are expected to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS and Health & Safety Policy, which can be located on the College Staff Net system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role.

You should retain one copy for your records and return one copy to the HR Department.

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_