

EDINBURGH COLLEGE

JOB DESCRIPTION

POST: **TECHNICIAN**

RESPONSIBLE TO: **CURRICULUM MANAGER**

PURPOSE OF JOB: To prepare and maintain materials and workshop areas to the highest teaching standards and to ensure all workshop areas are kept in a safe, clean and tidy condition.

MAJOR TASKS / JOB ACTIVITIES

1. To supervise Technical Assistants in their day to day duties
2. To procure the provision of materials, tools and equipment for student courses
3. To maintain stock of materials, tools and equipment for best value, including receipt, issue, storage, stocktaking and recording of equipment and materials.
4. To carry out routine maintenance / servicing and repair of equipment, apparatus and instruments
5. To ensure all workshop areas are securely maintained and equipment, tools and machinery are operated in accordance with SSOW
6. To consult with and give assistance to Course Delivery Staff and students in the use, development, modification and construction of equipment and apparatus for demonstration and project work
7. To assist in the training and supervision of any new Technician staff and/or work experience students when ever in the workshop area
8. To work on own initiative on a day to day running of workshop area and prioritise and plan work load to cover the requirements of the department
9. To carry out general housekeeping duties i.e. The cleaning of the workshop areas, machines and equipment, the removal of waste and the salvaging of useful material from student projects, the upkeep and appearance of machines and equipment
10. To use College transport for the transportation of staff, students, goods and materials
11. To assist in any area of the Department as the workload dictates
12. Any other duties as can be reasonably be expected to be carried out by their line manager

Health and Safety

1. To comply with the Health and Safety at Work Act and to make the Operational Team Leader aware of any potential safety hazards
2. To compile risk assessments specific to the tasks carried out by the post holder and the technical assistants being supervised within the workshop areas
3. To consult with and give assistance and advice to the course delivery staff and students in the use, development, medication and construction of equipment, apparatus for demonstration of project work
4. To assist the Department and H&S unit in all areas to improve Safe Systems of Work (SSOW) and to demonstrate best practice when carrying out all tasks to the highest possible H&S standards.
5. To seek to gain further CPD in areas of specific technical expertise and to maintain current HSE knowledge of construction industry best practice

General

The above outline of major tasks and activities and areas of responsibility is not exhaustive. Post holders are expected to carry out activities within their ability/experience and within the overall remit and spirit of the post.

During times of peak business demand you will be required to provide cover in conjunction with other appropriate members of staff in order to ensure business services are maintained.

The post holder internal contacts:

- Teaching staff in the provision of the service.
- Curriculum leaders and managers
- Students in the provision of the service.
- Administrative and other support staff

The post holder external contacts:

- Approved Suppliers
- Contractors and maintenance companies

The job description may be subject to change as the post develops.

RECRUITMENT & SELECTION - PERSON SPECIFICATION

POST TITLE: TECHNICIAN

	Essential	Desirable	Added Value	Evidence	Selection Activity
Qualifications	<ul style="list-style-type: none"> • HNC/ SVQ Level 3 or other relevant qualification in appropriate discipline <ul style="list-style-type: none"> • Forklift Truck Licence • Scissor lift training 	<ul style="list-style-type: none"> • ECDL 	<ul style="list-style-type: none"> • Relevant PDA units • ECDL 	<ul style="list-style-type: none"> • App form / Certificates 	<ul style="list-style-type: none"> • N/a
Experience	<ul style="list-style-type: none"> • relevant industrial experience • Experience of providing advice and information • Experience of record keeping systems and procedures • Maintaining agreed stock levels 			<ul style="list-style-type: none"> • Candidates should be able to demonstrate and/ or provide evidence of their experience, knowledge, skills and personal attributes. 	<ul style="list-style-type: none"> • The nature/type of experience, skill, knowledge, attribute required will determine the selection activity. Candidates may expect some or all of the following: <ul style="list-style-type: none"> ○ Interview ○ Written exercise ○ Practical exercise ○ Case study ○ Group exercise
Knowledge	<ul style="list-style-type: none"> • Knowledge of safe working practices • Good knowledge of the construction industry 	<ul style="list-style-type: none"> • Knowledge of office systems and procedures • Sound knowledge of Health & Safety principles 		<ul style="list-style-type: none"> • See above 	<ul style="list-style-type: none"> • See above
Skills	<ul style="list-style-type: none"> • Ability to deliver high levels of customer care. • Excellent interpersonal skills • Good written communication and numeracy skills. • Good oral communication skills • Appropriate ICT skills 			<ul style="list-style-type: none"> • See above 	<ul style="list-style-type: none"> • See above

	Essential	Desirable	Added Value	Evidence	Selection Activity
Personal Attributes	<ul style="list-style-type: none"> • Ability to work on own initiative and to prioritise workload • Ability to work flexibly and respond to change • Ability to interact with staff at various levels. • Ability to interact with people with wide range of needs and abilities. 			<ul style="list-style-type: none"> • See above 	<ul style="list-style-type: none"> • See above
Special Circumstances	<ul style="list-style-type: none"> • Working arrangements may not be restricted to sessional working. 				