

***POST TITLE:
TECHNICIAN IN CONSTRUCTION***

***VACANCY REFERENCE NO:
21-22/09/04***

***CLOSING DATE:
12 NOON, Friday 29th OCTOBER 2021***

JOB DESCRIPTION

**Coleg Sir Gâr
Graig Campus
Sandy Road
Llanelli
Carmarthenshire
SA15 4DN
Tel : (01554) 748154
Fax : (01554) 748097**

JOB DESCRIPTION

POST:	Technician in Construction
REF:	21-22/09/04
SALARY:	APT&C Conditions of Service Scale 3/4 £19,608 rising to £23,284
HOURS PER WEEK:	37 hours per week (Working days and hours will be by agreement with the Curriculum Area Head and the Timetabling requirements for the area and may be subject to change)
WEEKS PER ANNUM:	52 weeks per annum
RESPONSIBLE TO:	Section Heads: Construction
BASE CAMPUS:	Ammanford Campus
COMMENCEMENT DATE:	To be confirmed pending satisfactory Disclosure and Barring Service (DBS) Certificate and EWC registration for Learning Support Worker
TEMPORARY/PERMANENT:	Permanent

1. INTRODUCTION

The Corporate Board is committed to appointing a suitable and experienced member of staff who will display initiative and enthusiasm and further the reputation of the college through a commitment of working as a member of a team of staff and producing work of a high quality. In particular, staff who are able to further our mission: **Inspiring learners, Fulfilling potential and Achieving Excellence**. The post provides an exciting and challenging opportunity for pro-active and innovative person.

The Construction Curriculum Area forms part of the Construction and Agriculture faculty. The construction provision is based at the Ammanford Campus and includes building crafts, building services, schools, construction technical and higher education. Part of the schools provision is also delivered off site at Bryngwyn school. The Curriculum Area team has over thirty full-time and part-time members which includes teaching, assessing and support staff. The Curriculum Area also has extensive links with industry winning many national awards for collaborative partnerships.

The successful candidate will mainly support the wood occupations team but will also be expected to contribute to all technical support requirements within the Curriculum Area.

2. SPECIFIC RESPONSIBILITIES

The Technician will be expected to:

- 2.1 provide technical assistance and support for teaching and learning within your area, responding to the needs of students, academic staff and the relevant course leader/s;
- 2.2 maintain a clean and safe working environment, complying with Health and Safety regulations;
- 2.3 prepare, maintain and update relevant Health & Safety documentation such as Risk Assessments, Safe Systems of Work, COSHH records and equipment maintenance records, in liaison with course teams;

- 2.4 maintain, upgrade and service equipment as planned, required or requested; wood machining and other construction related static and portable machinery and equipment. Receive relevant training as and when necessary;
- 2.5 ensure the care, control, maintenance and security of course equipment, materials and stock;
- 2.6 maintain stores inventory for consumables, equipment and delivery resources;
- 2.7 carry out ordering of stock in line with college financial procedures and update online ordering database;
- 2.8 provide a stores issue service for course consumables and an issue and return service for all departmental equipment and other course items;
- 2.9 participate in course team; student consultative committees; and curriculum area meetings as required;
- 2.10 carry out duties which support marketing and promotion of course programme;
- 2.11 support lecturers and students in undertaking workshop based activities, in line with agreed timetable;
- 2.12 carry out any other duties as directed by the Principal/Chief Executive commensurate with the grade of the post at the initial place of work or other locations within the College.

3. GENERIC RESPONSIBILITIES

The Technician will be expected to:

- 3.1 ensure that appropriate steps are taken to
 - implement College policies and procedures with respect to equal opportunities
 - adhere to approved disciplinary and grievance procedures
 - implement and monitor health and safety requirements
 - comply with college's financial procedures
- 3.2 implement agreed measures to monitor and improve the quality of experience for students.
- 3.3 work with relevant senior colleagues to ensure that the college meets its aims and objectives, quality standards and performative targets, as detailed in the Strategic Plan.
- 3.4 undertake liaison and support work when appropriate, with schools FE and HE institutions, employers, live project partners and the local community organisations.
- 3.5 implement the targets outlined in the bilingual development plan where appropriate.
- 3.6 liaise with other technical support staff.

4. PERFORMANCE REQUIREMENTS

4.1 Pre-entry requirements

- Relevant qualifications
- relevant technical experience
- current driving licence

4.2 Training Period

Training will be provided for all new employees

4.3 Contacts and Relationships

- to report to the Built Environment management and teaching staff.
- To liaise with fellow employees and members of the public
- To liaise with course leaders, lecturing staff, technicians and students.

5. PERSON SPECIFICATION

5.1 Qualifications

Minimum Level 2/3 Qualification in Wood Occupations **Essential**

GCSE English at minimum Grade C or O Level equivalent **Desirable**

GCSE Mathematics at minimum Grade C or O Level equivalent **Desirable**

IOSH Managing Safely
(If you are not IOSH qualified, you will be expected to undertake training as soon as possible) **Essential**

Appropriate Health & Safety training
(or willingness to undertake appropriate training) **Essential**

First Aid qualification
(If you are not First Aid qualified, you will be expected to undertake training as soon as possible) **Essential**

5.2 Experience

Recent and relevant experience of the technical field/s concerned **Essential**

A good understanding of the technical support role in Further Education. **Desirable**

Be competent in the use of the following machinery:
Wood machining and other construction related
Static and portable machinery and equipment **Desirable**

5.3 Personal Attributes

Good communicator with diplomacy and tact **Essential**

Good interpersonal and organisational skills **Essential**

Ability to work harmoniously with students and colleagues **Essential**

Ability to work under pressure and to tight deadlines **Essential**

Ability to work flexibly **Essential**

A current driving licence **Essential**

Ability to drive college minibus **Desirable**

5.5 **Welsh Language**

Welsh Oracy (Listening/Speaking)
Welsh Literacy (Writing / Reading)

Level 0/1
Level 0/1

6. **NOTES**

- 6.1 As a condition of your employment, you may be required to undertake such other reasonable duties commensurate with your grade, as requested by the Principal.
- 6.2 This job description is valid as at 8 September 2021. It is the practice of the College to examine employees' job descriptions periodically and update them to ensure that they relate to the job being performed, or to incorporate whatever changes are agreed.
- 6.3 This job description is intended to define an outline of the broad requirements and not the total definition of the job.
- 6.4 As a requirement of your employment, you are required to be appraised as agreed within the Coleg Sir Gar Appraisal Scheme.

Persons are welcome to apply for posts in Welsh and applications made in Welsh will not be treated less favourably than an application made in English

LANGUAGE LEVEL DESCRIPTORS

	LEVELS	ORACY	LITERACY		APPLICATION FORM
		Listening/Speaking	Writing	Reading	
Welsh essential	Level 4 High	<ul style="list-style-type: none"> ▪ CAN lead and contribute effectively to lectures/meetings and seminars/tutorials ▪ CAN handle complex or contentious issues with specialist knowledge. ▪ CAN understand idiomatic expressions and colloquialisms. ▪ CAN present a clear, smoothly flowing descriptions or argument 	<ul style="list-style-type: none"> ▪ CAN make full and accurate notes (inc. PowerPoint) and continue to participate in a lecture/meeting or seminar ▪ CAN write clear, smoothly flowing text in an appropriate style ▪ CAN write complex letters, reports or articles ▪ CAN write summaries and reviews on professional matters 	<ul style="list-style-type: none"> ▪ CAN understand correspondence expressed in non-standard language ▪ CAN understand reports and articles, including complex ideas expressed in complex language ▪ CAN read all forms of written language including specialised texts such as handbooks, course work, assessments, assignments and dissertation papers. 	Good
	Level 3 Intermediate	<ul style="list-style-type: none"> ▪ CAN contribute to lectures and meetings ▪ CAN argue for or against a case ▪ CAN take and pass on most messages ▪ CAN understand extended speech & lectures ▪ CAN follow complex lines of argument ▪ CAN interact with a degree of fluency and spontaneity that makes interaction with first language speakers possible. ▪ CAN present clear, detailed descriptions on a wide range of subjects 	<ul style="list-style-type: none"> ▪ CAN deal with all routine requests for information or services. ▪ CAN write clear, detailed text on a wide range of subjects related to his/her subject/interests. ▪ CAN write an essay or report, passing on information or giving reasons in support of or against a particular point of view. 	<ul style="list-style-type: none"> ▪ CAN understand most correspondence, reports and factual product literature ▪ CAN read articles/reports 	Good
	Level 2 Basic	<ul style="list-style-type: none"> ▪ CAN describe simple experiences and events ▪ CAN give simple opinions and plans ▪ CAN state simple requirements ▪ CAN ask/answer simple questions ▪ CAN offer simple advice to clients ▪ CAN understand main points of discussion ▪ CAN enter unprepared into conversation 	<ul style="list-style-type: none"> ▪ CAN make simple notes at a meeting or seminar where the subject matter is familiar and predictable. ▪ CAN write simple connected texts on familiar topics ▪ CAN exchange information on familiar topics and activities 	<ul style="list-style-type: none"> ▪ CAN understand non-routine letters and reports/articles ▪ CAN understand text that consist mainly of high frequency everyday work related language ▪ CAN understand simple short reports or product descriptions on familiar matters 	Fair
Welsh desirable	Level 1 Entry	<ul style="list-style-type: none"> ▪ CAN use and recognise simple phrases and sentences ▪ CAN handle very short interactive exchanges but not enough to keep the conversation going ▪ CAN take and pass on simple messages 	<ul style="list-style-type: none"> ▪ CAN write a simple routine request to a colleague ▪ CAN write a short note to a colleague ▪ CAN write short, simple notes and messages ▪ CAN fill in forms with simple details 	<ul style="list-style-type: none"> ▪ CAN understand and read very short, simple texts ▪ CAN find specific, predictable information in simple everyday material such as advertisements, prospectuses and timetables 	Poor
	Level 0	<ul style="list-style-type: none"> ▪ No Welsh language skills at all 	<ul style="list-style-type: none"> ▪ No Welsh language skills at all 	<ul style="list-style-type: none"> ▪ No Welsh language skills at all 	None

MAIN CONDITIONS OF SERVICE
ADMINISTRATIVE, PROFESSIONAL, TECHNICAL
AND CLERICAL STAFF (APT&C)

1.	Post Grade:	Appointments will be made to the initial point of the scale indicated in the Job Description. Employees receive an additional increment every April until the maximum point on the scale is reached.
2.	Payment of Salary:	Monthly by credit transfer into a bank or building society account.
3.	Leave Entitlement:	For a <u>full time</u> employee the basic leave entitlement is 28 days per annum, rising to 32 days after 5 years service. Eight statutory bank holidays, and five additional days which are fixed by the college. This entitlement is applied pro rata for part time employees. Holiday year September to August. Holiday entitlement for one holiday year cannot be taken in subsequent holiday years, in some exceptional cases up to 5 days (pro rata) may be rolled forward by agreement of the Principal. NB. All staff working term time only will be entitled to a pro rata payment in lieu of annual leave which will be taken outside of term time.
4.	Medical Assessment:	Your contract of employment will be subject to a satisfactory medical assessment. A medical examination will only be necessary if deemed advisable by the College Medical Advisor.
5.	DBS (Disclosure & Barring Service) Check:	Your contract of employment will be subject to a Disclosure & Barring Service (DBS) check (which may include spent convictions under the Rehabilitation of Offenders Act). Having a criminal record will not necessarily be a bar to obtaining a position within Coleg Sir Gâr, please refer to the Recruitment of Ex-Offenders Policy which is available on the Intranet or alternatively we will provide a copy on request. A copy of the DBS's Code of Practice can be downloaded at http://www.homeoffice.gov.uk or alternatively we will provide a copy on request.
6.	Pension:	You will automatically become a member of the Local Government Pension Scheme unless you choose otherwise. If you elect not to be a part of the scheme you must complete the appropriate opt out form available from the Dyfed Pension Fund. There will be a range of contribution rates between 5.5% & 7.5% dependent on your Full Time Salary for Pension purposes.
7.	Period of Notice:	One month.
8.	Probationary Period:	The appointment is subject to a term of probation of 6 months.
9.	Vehicle Insurance:	It is a condition of your employment that any motor vehicle insurance policy that you have, or covers your driving activities, for or in relation to the College expressly indicates that you are covered for Business Use.
10.	Smoking Policy:	Coleg Sir Gâr has a No Smoking Policy.
11.	Sickness Payment:	The sickness pay scheme provides allowances based on length of service, with a maximum of 6 months full pay and 6 months half pay after 3 completed years' service.
12.	Health & Safety:	<p>Coleg Sir Gâr accepts its obligations under the Health and Safety at Work Act 1974 for ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees.</p> <p>A further objective is to involve everybody at the workplace – management and employees – and to create an awareness of the importance of achieving high standards of health and safety.</p> <p>All employees must be aware of their duties to take care of their own health and safety and that of other persons who may be affected by their acts or omissions at work and to co-operate with College in meeting its statutory duties.</p> <p>The College has issued a general statement of health and safety policy which sets out the aims and objectives for improving health and safety at work.</p>
These are provisional terms & conditions and may be subject to change.		

POST: TECHNICIAN IN CONSTRUCTION

- ◆ Should you wish an acknowledgement of receipt of your application form, please complete the tear off slip below and return with a SAE.
- ◆ Please note that if you are shortlisted for interview the college will take up references prior to interview, unless a request not to do so is clearly made on the application form.
- ◆ If you have not received correspondence from the College by 18 November 2021 you may assume that you have not been considered to be a shortlisted candidate. The College does not notify unsuccessful candidates.

Name:

Address:

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I wish receipt of the enclosed application form to be acknowledged and I enclose a SAE.