JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Multi Skilled Technician
Job Ref No:	REQ000094
Contract type:	Permanent
Hours per week:	Full Time – 36½ hours per week
Term-time only:	No
T&Cs:	Business Support
Band:	C
Salary:	£18,000-£20,000 per annum
Location:	South & City College Birmingham*
	***Post-holders can be required to work at any College Centre
Responsible to:	Head of School

Aims of Job/Job Purpose:

The main responsibility of this role is to assist in the day to day running of the workshops as directed by the Curriculum Leader

Key Accountabilities and Responsibilities

1. To keep workshop clean and tidy
2. To assist lecturers in all practical classes
3. Be responsible for tools fitting and consumables
4. Log all tools and equipment in and out of the tool stores
5. To repair and maintain machines and tooling
6. Keep inventory and stock of all tools, machines and fitting
7. To check that all the equipment is in a safe working order at all times
8. Liaise with Curriculum leaders in ordering of tools and fitting and consumables
9. Develop work areas and rigs and work areas
10. Maintain rigs and work areas
11. Plan and progress a series of jobs, keeping the line manager informed of activity
12. Attend and contribute to the section meetings

Other Duties and Responsibilities

a) Comply with internal and external quality standards and contribute to the College's strategic aims.

b) Comply with college policies and procedures and health and safety regulations.

c) Support the safeguarding and promotion of students' welfare.

d) Maintain confidentiality in relation to all College information and to comply with Data Protection Legislation.

e) Participate in the College's Appraisal scheme and undertake any training as required.

f) Support and actively participate in the implementation of the College's Equal Opportunity policies.

g) Demonstrable experience of and commitment to delivering excellent customer service.

General

1. Undertake your duties so as to comply with the requirement of internal and external quality standards

2. Attend meetings at the request of your line manager to ensure efficient communication with the college

3. All employees of the South and City College Birmingham are required to engage in an annual appraisal and CPD (continuous professional development) interview and to maintain an ISAR (individual Self Assessment report) file

4. Carry out any reasonable instructions which involve additional duties commensurate with the level and grading of this post

5. To engage in college enrolment processes

6. To understand and comply with college policies and procedures and working practices.

7. To contribute to the college meeting its strategic aims

PERSON SPECIFICATION

	Essential Criteria	Evidence/Assessment
Education/Qualification	Relevant Qualification to NVQ level 2 in the following trades: Plumbing and Electrical	Application Form/ Qualification Certificates
Specialist Knowledge	A trade background in connection with workshop management	Application Form/ Interview/ References
Experience	12-18 months experience in related field	Application Form/ Interview/ References
Skills and Aptitude	Flexible Approach to working and have the ability to work unsupervised	Application Form/ Interview/ References
Personal Attributes/Disposition	Compliance and willingness to fully support the colleges policies in particular with respect to equal opportunities Self motivated Innovative and adaptable to new working practices Willingness and ability to work as a member of a team, including working cooperatively and supportively with colleagues and managers Demonstrate engagement in self development and willingness to undertake further development and training as required.	Application Form/ Interview/ References
Practical Requirements of the Post	Able to work flexibly across college sites Able to work outside of the normal working week, with reasonable notice, as and when required and depending on the needs of the service. This may include occasional evening and weekend working.	Interview