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### Role Description

##### Business Area

Life Sciences

##### Job Title

Technician

##### Salary Scale

1-3

##### Location

Hopwood Hall College

##### Accountable to

##### Animal Centre Coordinator

##### Hours of Duty

36

##### Special working conditions

The post holder may be required to work at any location of the College now or in the future in the evening and at weekends.

### Purpose

To facilitate the learning process by supporting staff and students in an effective learning environment.

### Duties

1. To provide direct support to teaching staff by maintaining and promoting lively working environment and practices.
2. To work with and ensure that staff and students have access to horticulture rooms, workshops, greenhouses, growing areas and equipment as required.
3. To prepare and assist in activities ensuring all materials and equipment are prepared in readiness for practical sessions and retrieved after the activity has ceased.
4. To maintain and repair specialist equipment and be responsible for the security of equipment and tools.
5. To assist with the supervision of students working on practical work and during their work placement on site and assisting the lecturers with the assessment of practical activities.
6. Contribute to internal verification and assessment procedures for horticulture courses.
7. Assist in the planning of crops and flowers at the two sites.
8. Maintain breeding nurseries, greenhouses, and arable land
9. To be responsible for the day to day care of all the plants within the Centre for Life Sciences.
10. To oversee the Horticulture Apprentices whilst working on site and designate the workload
11. Be responsible for ordering requisitions and storekeeping
12. To ensure that plant material required for classes is available with consultation with horticulture teachers
13. To operate equipment such as sprayers, rotavator,, seed cleaning equipment, seed counters, harvesters, irrigation equipment, pruning tools and tractors etc.
14. To assist in the planning of growing programmes both for sustainability and food sources.
15. To maintain all horticulture areas within Life Sciences to include the internal horticulture rooms
16. To assist with the maintenance with borders and ornamental plantings on both campuses
17. To ensure that accurate records of plants and materials are kept
18. Ensure continuous development and improvement of professional knowledge.

### All staff are responsible for:

**Children & Vulnerable Adults:** safeguarding and promoting the welfare of children and vulnerable adults

**Equipment & Materials:** the furniture, equipment and consumable goods used in relation to their work

**Health / Safety / Welfare:** the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College’s safety policy statements

**Equal Opportunities:** performing their duties in accordance with Hopwood Hall College’s Single Equality Scheme

### Revisions and updates

### This role description will be reviewed and amended on an on-going basis in line with organisational requirements dependant on the needs of the service

### Person Profile

“The College supports the Skills for Life agenda and recognises the importance of all adults having functional literacy and numeracy whatever their role.  All staff are therefore given the support to gain a level 2 qualification in literacy and / or numeracy if they do not already have one and all teaching staff are expected to promote the basic skills of their learners within their subjects.”

#### Qualifications

##### Essential Criteria

Minimum of a level 3 Horticulture/Land based qualification

**How Identified:** Application

##### Desirable Criteria

A1/V1 or CAVA/TAQA assessor and verifier award or willing to achieve the qualification within 12 months.

Certificates in pesticides, horticulture machinery etc.

**How Identified**: Application

#### Experience

##### Essential Criteria

Recent practical experience of horticulture in industry or in Education.

Experience of growing and caring for a range plant types

**How Identified**: Application/Interview

#### Specialist Knowledge

##### Essential Criteria

Be able to recognize and identify plants and flowers. Be able to understand how plants grow, know how to use fertilizers and pesticides

Knowledge of current legislation including the Health and Safety at Work etc., Act

**How Identified**: Application/Interview

#### IT Skills

##### Essential Criteria

Basic Level in Microsoft applications particularly Word, Outlook and Excel.

**How Identified**: Application/Interview

#### Competencies

Read this criteria in conjunction with the College Competency Framework – available on the intranet/internet.

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| **1. Leading and Deciding** |
| 1.1 Deciding and initiating action | **Essential** |
| 1.2 Leading and supervising  | **Less Relevant** |

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| **2. Supporting and Co-operating** |
| 2.1 Working with people  | **Essential** |
| 2.2 Adhering to principles and values  | **Essential** |

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| **3. Interacting and Presenting** |
| 3.1 Relating and networking  | **Essential** |
| 3.2 Persuading and influencing  | **Desirable** |
| 3.3 Presenting and communicating  | **Less relevant** |

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| **4. Analysing and Interpreting** |
| 4.1 Writing and reporting  | **Desirable** |
| 4.2 Applying expertise and technology | **Essential** |
| 4.3 Analysing  | **Desirable** |

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| **5. Creating and Conceptualising** |
| 5.1 Learning and researching  | **Essential** |
| 5.2 Creating and innovating  | **Essential** |
| 5.3 Formulating strategies and concepts | **Less Relevant** |

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| **6. Organising and Executing** |
| 6.1 Planning and organising  | **Desirable** |
| 6.2 Developing results and meeting customer expectations  | **Essential** |
| 6.3 Following instructions and procedures  | **Essential** |

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| **7. Adapting and Coping** |
| 7.1 Adapting and responding to change  | **Essential** |
| 7.2 Coping with pressures and setbacks  | **Essential** |

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| **8. Enterprising and Performing** |
| 8.1 Achieving personal work goals and objectives  | **Essential** |
| 8.2 Entrepreneurial and commercial thinking  | **Less Relevant** |

##### Hopwood Hall College is committed to guarantee an interview to people with disabilities who meet the minimum essential criteria for a vacancy and to consider them on their abilities.