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### Role Description

Business Area: Technology Centre

Job Title: Technician – Plumbing

Salary Scale: £16,916.82 - £18,988.60 per annum

Location: Hopwood Hall College

Accountable to: Programme Manager

Hours of Duty: 36 per week

##### 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 specialist workshops, equipment and resources 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. 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 project work.
6. Be flexible in supporting the sections requirements and cross college tasks.
7. Ensure continuous development and improvement of professional knowledge.
8. Be responsible for ordering materials and resources using the college purchasing systems.
9. Ensure consumables and material stocks are maintained at acceptable levels and ordered in a timely manner to ensure the smooth running and delivery of the curriculum.
10. Ensure the facilities comply with HSE requirements at all times.
11. Undertake Risk Assessments in line with college and departmental policy.
12. Work across the Technology Centre when required, to support other Technicians work tasks.
13. Maintain an up to date inventory of all tools, equipment and specialist resources.
14. Any other duties, of a similar level of responsibility, as may be required.

### 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 needs, with consultation with trade unions where required.

### 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

##### **A recognised Plumbing qualification at level 2.**

##### Desirable Criteria

##### **A recognised Plumbing qualification at Level 3.**

**How Identified**: Application

#### Experience

##### Essential Criteria

**A minimum of three years industry experience.**

**How Identified**: Application/Interview

#### IT Skills

##### Essential Criteria

**Basic Level in Microsoft applications particularly Word and Excel**

**Willing to undertake training appropriate to the role**

**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.