

## BARNET AND SOUTHGATE COLLEGE

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Lead Engineering Workshop Technician
<b>POST REFERENCE:</b>	LEWT
<b>SALARY:</b>	Scale 6, Up to £30,008 - £31,877 per annum inclusive of Outer London Weighting
<b>HOURS:</b>	36 hours per week, 52 weeks per year
<b>LOCATION:</b>	Main Site – <b>Southgate Campus</b> but the post-holder may be required to travel to any one of our main campuses.
<b>RESPONSIBLE TO:</b>	Curriculum Manager - Engineering

#### **PURPOSE OF POST:**

The Engineering Workshop Technician will provide specialist support to the teaching and innovation activities within Barnet and Southgate College. This role involves working closely with students and staff on a day-to-day basis, delivering first-class technical support and supervision. You will contribute to a broad range of practical engineering services across the curriculum. Additionally, you will be an experienced machinist with a strong knowledge of workshop equipment and manufacturing techniques. The role requires the ability to produce and interpret technical drawings, support the creation of prototypes and mechanical components.

Acting as the lead, you will provide expert support in the use of workshop machinery, including lathes, mills, welding, and other related equipment within the College. In addition, you will utilise your skills to deliver technician-led practical demonstration sessions to students and, where required, external clients.

The successful candidate will play an active role in the continued improvement of the engineering department's success measures and the overall student experience. The job holder will expect to:

#### **Main duties**

1. Resourcing and preparing workshops for practical classes.
2. Preparing, setting up and organising equipment and materials for demonstrations and practical sessions

3. Carrying out demonstrations of skills and use of equipment.
4. Providing technical advice and support to teachers and students.
5. To support the management of the department's Mechanical Workshop (Conventional and CNC machine tool programming and operation, fabrication and assembly of parts, working from drawings, sketches and verbal instruction)
6. To support the manufacturing & fabrication requirements of related projects and classes where they arise.
7. Undertake where appropriate, maintenance of equipment & management of resources (materials, metals, tools).
8. Liaise with suppliers and contractors on the servicing, repair and testing of clean lab & workshop equipment.
9. To maintain the store for teaching equipment to enable efficient changeover between projects and classes.
10. Maintain up-to-date records of maintenance and testing of equipment.
11. Inventory and sourcing of materials, consumables and equipment for the clean lab & workshop areas.
12. To evaluate and test new equipment under consideration for use in the lab and workshops.
13. To support academic staff in developing new workshop demonstrations and project activities.

**Health & safety:**

14. To ensure compliance with all relevant health & safety requirements whilst undertaking duties.
15. To undertake risk assessments as required
16. To ensure that the workshop and clean lab users comply with relevant aspects of health & safety requirements and guidelines.
17. To support the development of workshop procedures and ensure users are trained in those procedures.
18. To ensure that allocated areas are kept in good order and that safety devices are in place and operational.
19. To ensure that all waste produced is disposed of in accordance with departmental, College and COSHH procedures.
20. Undertake training and act as First Aider

**General duties:**

21. Liaising with the Curriculum Manager, estates and teaching team, and contributing to department meetings.
22. Supporting the planning and development of new courses or updates to existing courses.
23. To supply information for the raising of purchase orders, ensuring compliance with the college's financial regulations.
24. To work co-operatively with the other members of staff in support of department and college objectives.

25. To undertake any other duties as required, commensurate with the grade as directed by your line manager or campus director.
26. To undertake personal and professional development in accordance with the post requirements.
27. To support the department's recruitment activities with school and prospective students.
28. To undertake administrative duties as required by the college.
29. Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery.
30. Be familiar with Child Protection requirements as outlined in the Child Protection Policy and comply with its requirements to safeguard and protect the welfare of children and vulnerable adults.
31. Undertake such additional duties or projects as the Principal or line manager may determine from time to time, after consultation with the post holder.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder. You may, from time to time, be required to work evenings, Saturdays or on a Sunday.

## PERSON SPECIFICATION

The person specification details the necessary qualifications, skills, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview
<b>Qualifications</b>	A minimum of <b>Level 3</b> in relevant subjects or equivalent vocational qualifications (BTEC HNC, NVQ, Advanced City & Guilds)	A Membership of a relevant professional body.	A
<b>Experience</b>	Proven experience in a Mechanical Engineering support role	Relevant commercial experience	A/I
	Previous experience of delivering training and presenting		
	Ability to understand and produce technical drawings		
	Experience using CAD/CAM software specifically Fusion 360, AutoCAD or similar	Experience of using Solidworks/SolidCAM	
<b>Knowledge and Skills</b>	Excellent machine skills including use of lathes, mills, drills and saws.	Experience in the use of CNC machines	A/I
	Good knowledge of modern engineering equipment and materials		A/I
	Excellent technical problem-solving skills		A/I
	Experience in designing and producing mechanical assemblies		
	Experience of welding		A/I
<b>Personal Attributes</b>	Good communication skills, with an ability to liaise with staff and students at all levels		A/I
	Analytical and able to solve complex technical problems		A/I
	A professional and flexible approach to work		I
	Self-motivated, organised and able to deliver as part of a team or independently where needed		A/I
	A clear customer focus with a flexible and enthusiastic approach to work.		A/I