

1. JOB IDENTIFICATION

Post Title: **TECHNICIAN – AUTOMOTIVE STUDIES**

Accountable to: **HEAD OF DEPARTMENT**

Responsible to: **ACADEMIC LEADER**

Salary: **£32,820 PER ANNUM**

Main Base: **MOTHERWELL**

2. PRINCIPAL JOB PURPOSE

To be responsible for technical support requirements within the Department of Automotive Studies and to contribute to the development of quality services provided by the department.

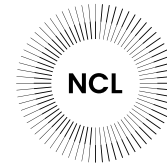
3. MAIN DUTIES AND RESPONSIBILITIES

3.1 Provide technical support to the department.

- provide technical support to staff and learners during practical sessions;
- ensure programmes are adequately resourced according to programme requirements;
- direct learner activity as appropriate relative to technical equipment;
- organise workload to ensure practical programme requirements are met within an appropriate timescale;
- implement and maintain quality procedures for the efficient organisation and co-ordination of technical services within the department.

3.2 Ensure effective stock control of consumables to meet service requirements.

- order supplies and other consumables through appropriate sources;
- co-ordinate the receipt, storage and subsequent issue of supplies;
- undertake stock takes and inventory checks at regular intervals.

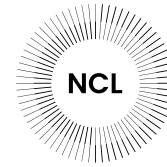


- 3.3 Undertake related administration and documentation.
- ensure an inventory of equipment is implemented, maintained and accurate for auditing purposes;
 - meet health and safety requirements in learner programmes;
 - keep abreast of new technology, policies and practices as they effect the work of the department.
- 3.4 Procure, maintain and repair training vehicles, equipment and tools to meet service requirements.
- procure training vehicles and equipment as directed by the Head of Department and Academic Leaders;
 - ensure defective vehicles, equipment and tools are repaired as necessary;
 - undertake specialist cleaning of vehicles and equipment.
- 3.5 Co-ordinate and ensure the availability of teaching equipment and materials.
- prepare and ensure the availability of teaching equipment within the department;
 - ensure that departmental overalls and work wear are maintained, laundered and distributed according to departmental procedure;
 - effect ordering and distribution of learner work wear, toolboxes and textbooks;
 - support Lecturing staff in operating equipment.
- 3.6 Undertake driving duties in support of service requirements.
- carry out regular driving duties, transporting staff, resources and learners to outreach locations as required;
 - carry out deliveries and collection of items to and from various locations as specified and as required;
 - carry out driving duties out with normal working hours as and when required.

4. ADDITIONAL RESPONSIBILITIES

The postholder will be required to follow all College policies and procedures at all times and take account of College guidance.

The above list is not exhaustive and is only indicative of the duties and responsibilities of the postholder. Job descriptions may be reviewed and amended in order to meet changing organisational needs and objectives.



5. WORKING ENVIRONMENT

Physical

- The post is office and workshop based but will require travel between campuses and to attend external meetings and support external delivery of learning and teaching.
- Keyboard skills required for production of paperwork, records, reports and e-communication.

Mental

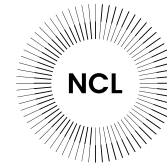
- Dealing with significant and complex issues;
- Frequent and intense periods of concentration e.g. when analysing stock levels, maintenance records or preparing reports;
- Frequent interruptions to work which require work priorities to be reviewed.

Emotional

- Dealing with periods of high workload
- Maintaining measured and professional attitude and approach at all times
- Commitment to the wellbeing of staff and students.

7. HEALTH AND SAFETY STATEMENT

As a member of staff of New College Lanarkshire, you will fulfil the health and safety responsibilities specific to your role as set out in the Health and Safety Policy to support the College vision and aims. You will assist in the achievement of compliance with statutory provisions and Health and Safety Policy objectives. You are required to take all reasonable care for yourself and others, undertake any training relevant to your position, participate in Health and Safety initiatives and make full and proper use of any control measures provided to reduce or eliminate risks to Health and Safety.



PERSONAL SPECIFICATION

Technician – Automotive Studies

Education and Training

- Proof of recognised Apprenticeship Certificate;
- Appropriate SVQ 3 or above technical qualification or educational comparability in a relevant discipline;
- Evidence of Continuous Professional Development;
- European Computer Driving Licence (ECDL)/Internet & Computing Certification (IC3) / Microsoft Office Excel or equivalent demonstratable skills.

Knowledge & Experience

(Evidence will be sought from application form and by interview questions)

- Qualified Vehicle Mechanic or Technician
- Experience of making an effective contribution working within the Automotive Industry
- Experience in stock control (desirable).

Skills

(Evidence will be sought as part of the interview process)

- Ability to work on own Initiative;
- Excellent communication skills
- Excellent organisational skills
- Articulate
- Self motivated and conscientious
- Enthusiastic
- Driving Licence