

- 14 To participate in the marketing activities of the College as required internally and externally.
- 15 To be aware of and abide by the College health and safety procedures and associated policies and contribute to the risk assessment process.
- 16 To actively promote equality & diversity within the College Community and ensure that it is fully embedded within the curriculum together with ensuring that any issues/ concerns are appropriately addressed.
- 17 To ensure that the College Community is appropriately safeguarded in line with Procedures.
- 18 To proactively implement the College's policies and procedures.
- 19 To undertake work at other sites as necessary.
- 20 To carry out such other duties as the Principal may from time to time request.

This job description will be reviewed annually as part of a process of Performance Review.

Please Note:

As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from www.disclosure.gov.uk

The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.

Date:	Signature:
Issue: 6	Ref: Jobdesc/Lecturer

LEEDS COLLEGE OF BUILDING

PERSONNEL SPECIFICATION

POST: LECTURER IN BUILDING SERVICES ENGINEERING

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Relevant experience in the Building Services Engineering Industry in design or management.	Range of experience in domestic/commercial building services engineering. Interest in sustainable energy developments. Experience in teaching at national certificate/ higher national certificate level.	Application Form & Interview
EDUCATION & TRAINING	HNC/HND in Building Services Engineering or equivalent. Possession of or willingness to achieve a Teaching qualification e.g. Cert Ed Level 2 Literacy/Numeracy qualification i.e. GCSE (A*-C) in English and Maths	Membership of an appropriate professional body Degree or equivalent professional qualification	Application Form & Qualification Certificates
SPECIALIST KNOWLEDGE AND SKILLS	Knowledge of design, installation or maintenance processes linked to any of the following: <ul style="list-style-type: none"> • Heating • Ventilation • Air conditioning • Energy utilisation & management • Electrical / Electronic Engineering • Excellent Communication Skills • Good Presentation Skills 	Good IT Skills Good administration skills Electrical Installation design	Interview
ADDITIONAL FACTORS	Flexibility to work across all College sites. Commitment to customer care. The College is committed to Equality & Diversity, safeguarding children, young people and vulnerable adults and expects all staff to share that commitment.	Contribute new and innovative ideas to Faculty teaching. Contribute to quality policies and procedures.	Interview

Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Equality Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.