

## LEEDS COLLEGE OF BUILDING

### JOB DESCRIPTION

POST: **HECDM FACILITATOR**

RESPONSIBLE TO: **Curriculum Manager**

RESPONSIBLE FOR:

#### **Main purpose of post:**

The successful candidate will be responsible for the managing and maintenance of STEM centres and testing / practical equipment. Support and facilitate students / apprentices in their practical learning under the general guidance of a Lecturer together with providing technical support in all aspects of curriculum linking to internal and external teaching areas.

#### **Responsibilities:**

- 1 To carry out demonstrations for students and provide instruction on basic science, engineering and construction apparatus, PPE, specialist IT and surveying equipment and practical techniques as required with guidance of a Lecturer within the technical and professional FE and HE areas.
- 2 To ensure effective communications with all relevant College staff and assist curriculum teams as directed and as appropriate.
- 3 Ensuring safe working practices are identified and adhered to, complying with relevant Health and Safety Regulations, including the provisions of first aid boxes and appropriate use of PPE.
- 4 To maintain all work areas in a safe, clean and tidy condition – including the storage of materials, in line with all current health and safety regulations such as COSHH.
- 5 Contribute to health and safety assessments as required. Including but not limited to COSHH, risk assessments and method statements, PPE registers etc.
- 6 To ensure all testing kits, lab tests, machines and equipment are professionally set up and prepared in advance of lessons and subsequently changed, maintained in accordance with manufacturers and health & safety recommendations and curriculum requirements together with updating associated records.
- 7 Obtain quotations for servicing and calibration of equipment, ensuring timescales align with staff requirements.
- 8 Keep stock levels of consumable items and provide quotations for replenishment where required.
- 9 To be responsible for stock levels and procurement of materials, resources including the coordination of required machine / equipment services, where applicable.
- 10 Dismantle and dispose (where required) of project materials, considering sustainability throughout.
- 11 To coordinate and receive deliveries of materials and equipment, including safe offloading and distribution.
- 12 To provide demonstrations and information when supporting College marketing events, information and taster days.

- 13 To actively promote equality & inclusion within the College community ensuring that any issues/ concerns are appropriately addressed.
- 14 To ensure that the College community is appropriately safeguarded in line with procedures.
- 15 To proactively implement the College's policies and procedures.
- 16 To undertake other relevant duties as may reasonably be requested by the management team.
- 17 It is desirable, but not essential to have a minibus driving license.

**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 Disclosure & Barring Service 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](http://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.**

<b>Date:</b>	<b>Signature:</b>
<b>Issue:</b>	<b>Ref:jobdesc/Learning Facilitator</b>

## LEEDS COLLEGE OF BUILDING

### PERSONNEL SPECIFICATION

#### POST: LEARNING FACILITATOR IN HECDM

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Relevant industrial experience in construction, engineering or science areas of work.	Experience of working in an educational/ training capacity Supervisory Experience Experience of demonstrating skills	Application form Interview
EDUCATION & TRAINING	Level 3 qualification or above in construction, engineering or science areas of work. Willingness to undertake training in development of curriculum activities for technical and professional FE and HE areas	HE qualification in construction, engineering or science areas of work.	Application Form Qualification Certificates
SPECIALIST KNOWLEDGE AND SKILLS	Excellent communication skills	Ability to contribute to curriculum developments in the technical and professional FE and HE areas within the College	Interview
ADDITIONAL FACTORS	Commitment to customer care 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.	Self-motivation to contribute to the development of the technical and professional FE and HE areas within the College	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.*