**JOB DESCRIPTION**

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| **Post Title:** | Technician Grade 2  |
| **Post Reference:** |  |
| **Department:** |  |
| **Responsible to:** | Senior Technician  |

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| **Overall Purpose of the Role :****(Summarise the key responsibilities to achieve the overall purpose of the role and attach the organisational chart appropriate to the area)** |
| To support the academic team in their delivery of a varied curriculum by ensuring all equipment and materials and tooling are well maintained and accounted for.To support students under the guidance of academic staff by demonstration of practical techniques, provision of hands-on assistance and advice on procedures and regulations.  |

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| Key Responsibilities(Detail the key responsibilities and activities to ensure the overall purpose of the role is achieved) |
| 1. Issue, collect, organise, monitor, repair, prepare and maintain equipment/material/hand tools and chemicals as required. Responsible for front line breakdown maintenance, including fault diagnosis and repair, identification of spare/replacement parts and ordering of parts/spares as required.
2. Ensure compliance with COSHH, Health & Safety, PAT and other statutory regulations. Contribute to departmental reviews. Contribute to the compilation of risk assessments.
3. Support academic staff and students during practical sessions by demonstration of practical techniques, provision of hands-on assistance and advice on procedures and regulations.
4. Ensure adequate stocks of a range of consumables.
5. Complete order sheets for consumables for both internal and external purchase.
6. Implement appropriate Planned Maintenance Schedule of your area of concern.
7. Be one of the College’s First Aid at Work contacts
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| Key Contacts/ Relationships **(Detail the internal and external contacts and relationships** External contacts include: Suppliers Internal contacts include: Curriculum Manager, lecturers, students  |

**Generic Information to all Roles**

The responsibilities described within the job description are not intended as exclusive or exhaustive. They are to highlight the major tasks and duties of the role and the post holder may be required to undertake other duties that are consistent with the overall purpose of role.

It is expected that every job description will be subject to an annual review or after six months of appointment. In addition, posts may be reviewed where there is a change in the requirements of the college as detailed in the Managing Organisational Change Policy and Procedure.

It is expected that postholders will understand the policies and procedures within Fife College, particularly where those relate to equality and diversity, health and safety and safeguarding.

Every member of staff is expected to be a role model to others within the College and those they encounter in the course of their duties upholding the College’s values.

**PERSON SPECIFICATION**

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| **CRITERION** | **ESSENTIAL**  | **DESIRABLE** |
| **Education and Qualifications**  | Educated to HNC or equivalent (SCQF Level 7) in a technical subjectA good knowledge of Health and Safety legislation and safe working practiceIOSH Working SafelyFirst Aid at Work Certificate | Educated to HND or equivalent (SCQF Level 8) in a technical subject |
| **Experience**  | Experience of working within a college or school environmentExperience of controlling and monitoring use of equipment and consumable materialsExperience of acting as a first aider  |  |
| **Skills/ Attributes** | Ability to work on own initiative and as part of a teamHave effective communication skillsEnthusiasm for the taskHigh degree of flexibilityBe willing to undertake staff development as necessary |  |
| **Any Other Relevant Criteria** | There will be a base location however the role requires flexible working across campuses  |  |