

## SPECIALIST TRAINER – CIVIL ENGINEERING

### JOB SPECIFICATION

<b>Salary:</b>	£29,642 - £36,431 per annum
<b>Working Hours:</b>	37 hours per week, permanent, all year round
<b>Area:</b>	Construction, Automotive & Engineering
<b>Reporting to:</b>	Curriculum Manager - National College for Nuclear
<b>Location:</b>	National College for Nuclear (southern hub)– Cannington Campus
<b>Closing date:</b>	12 midnight, Sunday 11 October 2020

### **Job purpose**

Bridgwater and Taunton College are looking for an outstanding individual with civil engineering experience to join our delivery team. You will need to be a motivated and enthusiastic professional, proactive, student centred individual who can provide expertise to further enhance our teaching, learning, assessment and curriculum development.

This particular role is required for Bridgwater & Taunton College to fulfil the growing skills demand in order to meet local and national workforce requirements, for current and future civils projects such as Hinkley Point C power station.

We are particularly interested civil engineers with industrial practical experience and/or academic knowledge gained through working within the sector. Ideally, you will have relevant skills or knowledge in one or more of the following areas gained through, applied industry practical experience, research activity or professional practice;

- Civil Engineering
- Civil design software packages such as; AutoCad, Revit, Tekla Structures
- BIM

We welcome applications from individuals without educational sector experience as support and training will be given to the successful candidate. Existing training or educational sector experience would be an advantage. This position also holds the responsibility of managing team members and contribute to the college's expectations of quality ensuring academic health and successful course management.

Bridgwater and Taunton College are the delivery partner for the National College for Nuclear (NCfN) southern hub, supported by its Energy Skills and Advanced Engineering Centres, the Construction Skills and Innovation Centre at Cannington, a new University Centre in Taunton.

The successful candidate will be based in the new £15m NCfN facility on our Cannington Campus. This facility has been constructed to provide specialist training for the nuclear sector, including the Hinkley Point C construction project. This state-of-the-art training facility, includes a virtual reality environment, a reactor simulator and computer-equipped training rooms; recreation and collaboration space; sports facilities and student accommodation.

If you have any questions about the role please email [jobs@btc.ac.uk](mailto:jobs@btc.ac.uk)

<b>Job Responsibilities</b>
<b>Course Management</b>
To oversee the quality and development of the formwork programmes, identifying areas for improvement and action, where applicable
To act as the first point of contact for queries, issues and actions concerning the students on programme, or for other programme related matters
To record and report on student retention and achievement and other related matters via the college's quality assurance processes
To support the quality assurance for the programme
To ensure that course files are complete and current
To ensure all students are enrolled on programme and progress is accurately recorded
<b>Assessment</b>
To complete progress reviews with learners
To develop and take responsibility for the delivery of individual training plans tailored to learner needs
To develop and undertake learner assessments in the workplace and at college and maintain appropriate records
<b>Training</b>
To identify training needs through skill and knowledge gaps
To develop individual action plans tailored to learner needs
To develop and deliver training using approved training resources primarily onsite however the ability to deliver off-site is essential
To promote training opportunities to employers and contribute to the development of new business
<b>Co-ordination and Support</b>

To monitor learner progress and provide support in the completion of qualifications

To liaise with employer representatives to co-ordinate information and activities

To provide appropriate data and information regarding programmes and learners, as required

To attend CPD events and programmes as appropriate

To attend regular team meetings, as required

To undertake any other duties commensurate with this post as deemed necessary

To attend regular department and college wide events both on and off college premises

### **Growth**

To support the promotion of apprenticeships and business opportunities with new and existing employers

To work with the Curriculum Manager to develop the curriculum to ensure apprenticeships reflect current industry requirements and developments.

### **Administration**

To complete relevant documentation in order to progress the signing up and recording of new learners on the programme

To complete and maintain all necessary documentation for learner and employer records.

### **Other responsibilities**

To support and promote equality and diversity at Bridgwater & Taunton College to ensure equality of opportunity for all students, visitors and staff and the elimination of discriminatory practices

To maintain and promote a healthy and safe environment at Bridgwater & Taunton College to ensure students, visitors and staff are safe from harm

To support and attend internal and external events that are deemed necessary for the Department, for example; to promote the college and curriculum development.

### **Qualifications/Skills/Knowledge/Qualities**

The success of Bridgwater & Taunton College rests on a very strongly felt and shared set of values which determine its strategic direction. It is absolutely crucial that the successful candidate shares of values of student-centredness, equality of opportunity and parity of esteem for staff and students. You must enjoy working within the team philosophy of the College and working collaboratively.

At Bridgwater & Taunton College we are:

- ✓ Friendly and welcoming
- ✓ Highly responsive to learner, employer and community needs
- ✓ Passionate and excited about learning
- ✓ Innovative and creative
- ✓ Professional and enterprising
- ✓ An inclusive organisation

Aspiring to the highest standards, the following criteria are used to shortlist applicants and assess candidates. Please show evidence of how you meet these criteria in your application.

Essential Criteria	How measured
Relevant experience in one or more of the following; <ul style="list-style-type: none"> <li>• Civil Engineering</li> <li>• Civil design software packages such as; AutoCad, Revit, Tekla</li> <li>• BIM</li> </ul>	Application / Employment history
Up-to-date industry Skills & knowledge (civil engineering)	Application / interview
Ability to motivate and support less experienced workers and ensure they complete jobs on time	Application / interview
Hold a full driving licence, have own vehicle and be willing to travel to customer sites and College locations	Application / interview
Hold or be willing to work towards a teaching qualification	Application / interview
Hold or be willing to work towards an assessor qualification or have carried out related training assessments	Application / interview
High levels of motivation and have the ability to use own initiative	Application / interview
Desirable Criteria – if you don't meet this criteria, we will help you to get them	How measured
Hold or be willing to work towards an IV (internal verifier) qualification	Application/ Qualification certificates
Nuclear Site Licence experience.	Application/interview
Experience of working with employers in a training or customer relations role	Application/interview

## **Application Forms**

Fully completed application forms should be submitted online by **12 Midnight, Sunday 11 October 2020**. Alternatively, you can send CV's to [jobs@btc.ac.uk](mailto:jobs@btc.ac.uk)

Unfortunately, due to the volume of applicants the College receives, we are unable to contact candidates who are not shortlisted for interview. Therefore, if you have not been contacted within four weeks of the post's closing date, you may assume that your application has not been successful on this occasion.

## **Interviews**

Interviews have been scheduled for **Tuesday 20 October 2020**. Shortlisted candidates will be contacted shortly after the closing date.

Due to the current Covid-19 situation we are currently planning for interviews to take place remotely as much as possible, through a blended and flexible recruitment process. The College will be using Microsoft Teams to carry out virtual interviews.

Shortlisted candidates will be invited to interview and full details of the interview process will be sent in advance. This includes any preparation that may be required such as a microteach or the completion of a role specific task. Guidance will be sent to candidates accordingly.

Candidates who successfully complete the initial interview may be invited to attend a formal interview.

In some circumstances it may be necessary that candidates are invited to attend the Campus as part of the interview process. Please be assured that we will be taking all necessary precautions to keep both candidates and staff safe during this time.

## **CONDITIONS OF EMPLOYMENT**

### **Pre-employment Checks**

Any offer of employment will be subject to employment references, medical clearance and a satisfactory Disclosure and Barring Service (DBS) clearance (see below for further details of the disclosure procedure).

### **Working Environment**

Bridgwater & Taunton is a multi-Campus college however our Specialist Trainers will work mainly out of the National College for Nuclear on our Cannington Campus. The £15m capital investment provides a state-of-the-art nuclear training facility, including a virtual reality environment, a reactor simulator and computer-equipped training rooms; recreation and collaboration space; sports facilities and student accommodation, providing an exceptional learning experience through both practical and knowledge-based study.

### **Working Hours**

As a full time member of staff, your normal working week will be 37 hours per week. Normal working hours are 8.30am to 5.00pm Monday to Thursday, 8.30am to 4.30pm Friday. The postholder will, however, be expected to work flexibly to meet the needs of the students, employers and the department.

### **Annual Leave**

The holiday year runs from 1 September - 31 August each year. The annual leave entitlement for this role is 28 working days, plus nine bank/College holidays.

### **Christmas Closure**

It has been custom and practice for the College to close for a 2 week period at Christmas each year, with the exception of some external sites due to business requirements. This practice will continue, subject to any future changes in the organisation of college terms/curriculum programmes.

### **Benefits**

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme is a defined benefit scheme and includes life assurance cover, and the College will also pay a contribution towards your pension.

### **Equality & Diversity**

Bridgwater & Taunton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that we are striving to ensure that no job applicant will receive less favourable treatment than another on the grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

### **Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government department lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The information provided on the Disclosure certificate will be considered by the college to ensure that children and vulnerable adults remain adequately protected. Bridgwater & Taunton College wants to reassure candidates that a criminal record is not necessarily a bar on obtaining a position.

Further information about Disclosure can be found at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs).