

## JOB DESCRIPTION

<b>Post:</b>	<b>Engineering Workshop Coordinator</b>
<b>Responsible to:</b>	Programme Team Leader – Maths, Computing & Engineering
<b>Salary:</b>	Full Time, 37 hours £28,740 - £30,679 per annum Scale 6 (Points 29 - 31)
<b>Conditions of Service:</b>	Truro and Penwith College conditions of service
<b>Main Purpose of Job:</b>	<p>Oversee the maintenance, repair and development of the College's Engineering and Welding workshops, machinery and equipment to ensure adequate and safe working conditions at all times as required by the curriculum.</p> <p>Organising the day-to-day activity of other support staff in the area, in addition to driving improvements in process and procedure used to maintain the area.</p> <p>Assisting with lecturing staff in delivering sessions for apprentices and full-time students.</p> <p>Manage the welding / fabrication / machine shop facilities.</p> <p>Support the delivery of the electronics curriculum, including constructing circuits and materials ready for student use.</p>

**Specific Duties:**

To coordinate, plan, implement and supervise day-to-day support activity.

The provision of training and supervision of manufacturing and engineering operations in our practical workshop environments.

Provide expert instruction to students enabling them to safely use a diverse range of equipment.

To support students in a range of manufacturing techniques.

To support research and training development.

Work with the teaching team to develop and construct new equipment and resources for educational purposes.

To provide practical engineering design & manufacturing guidance to students to enable the realisation of their concepts and designs.

Supervision of all workshop users to ensure safe practice, and specific responsibility for the safety of workshop users in their charge.

Deliver live demonstrations on equipment or resources during lessons in teaching venues or online as required.

To supervise and support groups of students engaged in a variety of workshop processes in the manufacture and assembly of project work pieces.

The creation of CAM programs from CAD solid models using proprietary software packages and the operation of CNC controlled (additive or subtractive) machine tools in the production of complex manufactured parts.

To implement and plan for continuous improvement.

## **General Requirements:**

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

## PERSON SPECIFICATION

### ENGINEERING WORKSHOP COORDINATOR

Ideally, the person appointed will have the following skills and experience:

#### Essential

- Ability to read and interpret CAD drawings and prior experience of Solidworks, if experience in in another package, we can provide training.
- Awareness of programmable logic controllers, pneumatics, hydraulics and mechatronics sensors and actuators.
- Ability to set and operate CNC lathes, mills and machine centres using Siemens and ProtoTRACK interface.
- Have an awareness of electronic components and experience of basic circuitry.
- Experience of welding processes including TIG & MIG, the consumables used and maintenance of workspaces.
- Have a focus on health and safety and an ability to produce high quality risk assessments, COSHH procedures and manage safe working practices in a large diverse works.
- HNC / HND or equivalent.
- Be able to apply lean / 5s methodology to mechanical workshop environments.

#### Desirable

- Experience using fibre laser machinery would be an advantage.
- Experience of mechatronics, hydraulics and pneumatics and programmable login controllers would be an advantage.
- Training experience ensuring facility is maintained and developed as required by the curriculum.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

# THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

## OUR AMBITIONS

### LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

### REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

### GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

## OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

### WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

### ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

### ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

### RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.

