



## Job Description

<b>Job Title:</b>	Work Based Assessor in Construction		
<b>Department:</b>	Engineering and Built Environment	<b>Location:</b>	Stornoway
<b>Grade:</b>	HSUP24 - £32,156		
<b>Report To:</b>	Head of Department		

### Job Purpose:

To implement and monitor training, learning and assessment of workplace portfolios on the Carpentry & Joinery SVQ Level 3 (SCQF 6) apprenticeship programmes. To provide advice and support to candidates in the collection and presentation of a portfolio of evidence that meets the performance criteria and evidence requirements of their vocational qualification, and to carry out a fair, safe and reliable assessment of the candidate's skills and knowledge.

### Key Accountabilities

The post holder must have extensive industrial experience as a Carpenter and Joiner with an awareness of construction Health and Safety. A demonstrable level of proficiency of IT skills and experience of using MS Office applications including MS Word and MS Excel is essential. Knowledge of training systems and working with apprentices would be an advantage. The successful candidate must also be willing to undertake continuous professional development as appropriate to the post. Those without the necessary assessor qualifications would be required to undertake these in post.

### Duties and responsibilities

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake. It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the level of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

- To assess a range of candidates using National Occupational Standards;
- To monitor candidate progress, maintain attendance and assessment records and ensure appropriate communication with candidates' line management;
- To carry out regular workplace visits; develop and maintain effective relationships with candidates and their employers;
- To support groups of students in classroom-based work related to their SVQ assessment;

- To assist in reviewing, developing and evaluating learning materials and assessment instruments;
- Identify, as part of your department, opportunities for improvement in courses and associated support services in the Department;
- Maintain accurate records of student assessment information;
- Create, maintain and enhance good working relationships with students, colleagues, students' employers and CITB apprenticeship officer;
- Contribute to the identification of your own professional development requirements;
- Agree annual targets for your own work and contribute fully to the monitoring and evaluation of those targets;
- Contribute to and maintain within your department, an education and training programme, which meets the needs of students (both current and future) as well as other organisations who purchase services from the College;
- Ensure compliance with data protection requirements and all College policies as required;
- To liaise with colleagues and attend meetings as required
- Contribute to maintenance of workshop machinery and hand tools, alongside preparation / machining of materials for carpentry and joinery students.

### **Health & Safety**

Take reasonable care for the Health and Safety of yourself and others affected by your acts or omissions at work. Cooperate with the College to enable any statutory provisions to be performed under Section 7 of the Health and Safety at Work Act 1974.

### **Terms and Conditions**

This post is governed by Support Staff terms and conditions, which are subject to collective bargaining processes.

### **General**

- Proactively contribute to own personal development and supporting the wider sustainability of UHI North, West and Hebrides;
- Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040;
- Ensure consistency and equality at all times and proactively engage in UHI North, West and Hebrides values of trust, integrity and excellence.
- Ensure the health and safety of self and others and compliance with safeguarding, data protection requirements and all college policies;
- Work collaboratively with colleagues to ensure a whole college focus and approach

## **Appendix: Personal Attributes Framework Leadership – Providing direction, inspiration and encouragement to others**

- Acts with confidence guiding the activities of colleagues, students and/or visitors
- Demonstrates a positive attitude to new ways of working and when faced with difficult situations
- Understands importance of having a strong sense of purpose and common goal
- Understands how own role contributes towards meeting organisational goals
- Takes responsibility and is accountable for own actions
- Is able to objectively assess own strengths and limitations
- Delivers a friendly and professional service to learners, customers and staff
- Reflects positively on feedback and responds proactively
- Ensures colleagues and line managers are kept informed of activities
- Listens effectively and shows empathy to others' needs and feelings

## **Teamworking/Communication – Working with others in a constructive and supportive way to achieve goals and manage change.**

- Gives guidance and support to colleagues when it is needed.
- Asks for and accepts help when needed.
- Readily shares information, knowledge and expertise within own teams and across teams.
- Establishes effective working relationships inside and outside the college.
- Is polite, tolerant and patient, treating all with dignity and respect.
- Helps others to learn through encouragement and feedback.
- Works collaboratively with team and other functions to achieve a successful outcome.
- Listens to and respects others' views and opinions.

## **Performance – Managing performance of teams across the college and creating development opportunities**

- Seeks ways to improve own learning and self-development
- Takes responsibility for managing own time and area of work.
- Seeks clarity when uncertain about information/instruction.
- Prioritises workload and is able to deal with changing requirements.
- Takes personal responsibility to ensure continuous professional development of skills and knowledge.
- Seeks and analyses feedback and takes positive action.
- Keeps customers updated on progress
- Aims to deliver agreed targets to timescale

- Manages customer expectations diplomatically and tactfully
- Pursues service excellence in line with college vision, commitments and standards
- Takes responsibility for following through on customer enquiries
- Supports and promotes a customer focused culture.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to equivalent of SCQF level 6 (SVQ level 3) or above in an industry related qualification</li> <li>• A teaching/Assessor qualification or willingness to undergo training</li> </ul>	<ul style="list-style-type: none"> <li>• Assessor or verifier awards or other appropriate specialist training qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Extensive industrial experience as a Carpenter and Joiner</li> <li>• Record keeping</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supporting student-centred learning</li> <li>• Previous delivery of apprenticeship programme</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Current industry knowledge</li> <li>• Construction Health and Safety awareness</li> <li>• Good level of current IT skills and proficiency with MS Office applications including MS Word and MS Excel</li> <li>• Ability to make judgements concerning student/candidate progress and assessment</li> <li>• Good organisation and administrative skills</li> <li>• Ability to support learning and teaching in different settings</li> <li>• Good level of related technical skills</li> <li>• Ability to manage learning situations using flexible, student-centres approaches</li> <li>• Excellent customer and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of a range of assessment methods</li> <li>• Ability to speak, read and write Gaelic</li> </ul>
<b>Personal Qualities*</b>	<ul style="list-style-type: none"> <li>• Ability to act as ambassador for the College in high level external contexts</li> <li>• Also: see personal attributes framework</li> </ul>	

<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Commitment and ability to undertake and/or continue professional development in a relevant discipline</li> <li>• Clean driving licence</li> <li>• Be willing to work flexible hours when necessary to meet requirements of the post</li> <li>• Be willing to regularly travel on College business, between centres, UHI and within Scotland</li> <li>• Satisfy appropriate Disclosure Scotland checks</li> </ul>	
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\*Please note that the personal qualities, whilst desirable, will not be considered when shortlisting in line with the essential criteria for the role.

## **KEY TERMS AND CONDITIONS OF EMPLOYMENT**

<b>Hours of Work</b>	This post is for 35 hours per week but you may be required to work additional hours to meet service requirements. The normal full-time working week is one of 35 hours.
<b>Duration</b>	This is a permanent post.
<b>Salary</b>	The salary for this post is on Support Scale Point HSUP24, £32,156 per annum, pro-rata. Plus Islands Allowance
<b>Holidays</b>	33 days in a full year plus 12 public/general holidays, pro-rata for part-time workers.
<b>Location</b>	The position will be based primarily at our Stornoway Campus, but you may be required to work in any campus of UHI North, West and Hebrides.
<b>Pension</b>	You will be contractually enrolled into the Local Government Superannuation Scheme. Further details are available upon appointment.
<b>References/ Medical Assessment/ PVG Check</b>	For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made.

*UHI North, West and Hebrides, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.*

