

JOB DESCRIPTION

Job Title: Land Based Technician with fisheries specialism

Reports to: Assistant Director – Land and Environment

Direct Reports: None

Overall Responsibilities:

- To oversee all practical areas across the fisheries and countryside provision with responsibility for Health and Safety and resource management.
- To provide technical support in workshop, classroom and practical working areas. With a specific focus on managing and developing the fish farm and aquaculture facilities.
- To set up, maintain and care for land based resources and facilities in particular those in the fisheries and countryside provision.

Main Duties:

1. To prepare practical learning materials and resources for use across a range of courses with a focus on fisheries and countryside.
2. To maintain professional presentation and standards in the Land Based provision.
3. To facilitate resource based learning in land and environment.
4. To manage stores of tools, equipment and resources.
5. To manage and ensure the health and care of fish and other relevant animals.
6. To provide a high quality learning environment for students
7. To proactively support learners and teachers in practical environments
5. To oversee practical work areas maintaining and servicing resources and equipment. In particular to maintain and ensure the fisheries and countryside areas meet welfare and safety standards and associated legislation.
6. To maintain inventory records and source equipment and resources in line with College Financial Regulations.
7. To ensure that specialist and practical work areas are maintained in a safe and clean condition, free from hazards at all times.

8. To ensure that the operation within practical areas conforms to current safety rules and regulations.
9. To undertake appropriate risk assessments in liaison with the College Health and Safety Manager.
10. To deal with any breaches of discipline or College rules by students appropriately and in line with College procedures.
11. To attend and participate in team meetings and College wide staff meetings.
12. To be responsible for promoting and safeguarding the welfare of children and young persons in the area.
13. To take an active part in maximising the recruitment of students and raising the profile of Shuttleworth and Bedford College
14. To undertake any other associated duties as determined by the Assistant Director.

Statutory duties:

- **Safeguarding**
To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.
- **Equality and Diversity**
To be responsible for promoting equality and diversity in line with College procedures.
- **Health and Safety**
To be responsible for following health and safety requirements in line with College policy and procedures.
- **Training and development**
To participate proactively in training and development including qualification development required in the job role.

Date prepared: Oct 2017

PERSON SPECIFICATION

Job Title: Land Based Technician with fisheries and countryside specialism
Shuttleworth College

	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • Level 3 qualification in specialism • GCSE Maths and English Grade A – D or equivalent • Willingness to undertake additional training 	<ul style="list-style-type: none"> • GCSE Maths and English Grade A-C or equivalent • Recognised First Aid qualification • Risk and COSHH assessment training
Knowledge/ Experience	<ul style="list-style-type: none"> • Successful practical experience in vocational area • Knowledge of current industry practices • Knowledge of fisheries including aquaculture and environmental management. • Ability to operate a range of land based machinery safely • Ability to undertake fisheries, countryside and land based activities safely and competently • Good computer skills (confident with word processing and outlook) 	<ul style="list-style-type: none"> • Knowledge of health and safety issues and legislation • Recent experience of working with young people in a training environment • Experience of assessment • Risk and COSHH assessment training
Skills/Abilities	<ul style="list-style-type: none"> • Ability consistently to demonstrate high levels of job performance • Ability consistently to contribute to the provision of a welcoming and supportive environment for students/trainees • Ability to order resources and equipment • Ability to make a positive contribution to the team, valuing colleagues' particular professional expertise and respecting other members of the team as individuals • Proven ability to organise own workload to meet deadlines and targets with minimum supervision 	

	<ul style="list-style-type: none"> • Proven ability to communicate effectively face to face, on the telephone and in writing • Ability to work with young people • Ability to understand and work with a diverse range of cultural groups • Ability to prepare, maintain and repair equipment and resources • Ability to use standard PC software to produce a range of documents • Ability to carry out College business as appropriate at all times and promote the College's good reputation within the community 	
<p>Special Requirements</p>	<ul style="list-style-type: none"> • Current Driving Licence and access to a vehicle • Responsibility for promoting and safeguarding the welfare of children and young persons in the area and College • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Flexible approach to role • Reliable and punctual • Ability to work evenings and weekends if required • Willingness to undertake staff development. 	

Date prepared: January 2019