

Job Description

Job Title	Technician - Forestry
Responsible To	Depute Head of School (Forestry)
Job Purpose	To provide assistance to staff and students in the preparation and delivery of curriculum to maximise student success and well-being.

Duties

- To provide demonstration support of machines and equipment, etc. to assist lecturing staff in effective delivery.
- To prepare materials and equipment required by lecturers to enable class delivery.
- To provide information and support to students undertaking project work to contribute to success
- To maintain chemical storage to ensure appropriate availability and compliance with legal requirements and Health & Safety Regulations.
- To prepare materials for use by student groups to enable them to complete tasks.
- To ensure that all laboratories, workshops and stores are in good, secure and safe running order to support curriculum delivery and student learning.
- To maintain a cost effective and accurate stock control system, ensuring that optimum stock levels are maintained within the school and ordering materials as required.
- To issue materials, tools and equipment for use by students to enable them to complete tasks as set by the lecturing staff.
- To reclaim and re-cycle materials wherever possible to minimise costs.
- To maintain equipment and machinery as required and maintain inspection and safety records to comply with Health & Safety systems.
- To participate in safety procedures such as risk assessment and safety audits, to contribute towards the safety of the environment for staff and students.
- To maintain an accurate inventory of all equipment, stock and furnishings in the workshops, laboratories and stores.
- To undertake training in First Aid and be prepared to act as a College designated "First Aider" to enable the School of Construction to meet Health & Safety standards.

- To identify and recommend improvements in procedures and processes to improve efficiency.
- To abide by the College's policies and procedures relating to Quality Assurance, Health and Safety and Equal Opportunities.

Flexibility

In addition to the duties and responsibilities listed, the job holder is required to perform other duties resulting from organisational change, restructuring or temporary reassignment of work, within broad parameters limited by the grading of the post.

Working Requirements

The work in this role is physically demanding and requires working with mechanical and engineering equipment and lifting.

Personal Protective Equipment must be worn in the workshop areas.

Health and Safety

It is the responsibility of all staff to take reasonable care for their own health and safety and that of others whilst at work. You must not interfere with or misuse anything provided in the interests of health and safety and must co-operate with Inverness College in complying with its statutory obligations.

PERSON SPECIFICATION

Job Title: Technician

Specific Skills, Experience, Knowledge

Tested by:

Previous experience of working in the Forestry Sector	<i>Essential</i>	Application form Interview
Significant experience in a similar role	Desirable	Application form Interview
Knowledge of tools and machinery used within the industry and their maintenance and repair	<i>Essential</i>	Application form Interview
Knowledge of purchasing specifications for small equipment	<i>Essential</i>	Application form Interview
Understanding of COSHH compliance and regulations	<i>Essential</i>	Application form Interview
Experience of undertaking risk assessment and health and safety awareness	<i>Essential</i>	Application form Interview
Manual handling knowledge	<i>Essential</i>	Application form Interview
Ability to identify and assist clients who may require additional support	<i>Essential</i>	Application form Interview
Ability to work in a pressured environment, dealing with a variety of situations whilst providing a high level of service to clients	<i>Essential</i>	Application form Interview
Excellent IT skills	<i>Essential</i>	Application form Interview
Excellent Numerical skills	<i>Essential</i>	Application form Interview
Evidence of attention to detail	<i>Essential</i>	Application form Interview
Ability to prioritise and manage a high and variable workload	<i>Essential</i>	Application form Interview

Requirement to lift and move equipment	Essential	Application form Interview
Excellent organisational skills	Essential	Application form Interview
Ability to problem solve and identify practical solutions	Essential	Application form Interview

Personal Qualities

Tested by:

Ability to communicate effectively at all levels including liaison with internal and external clients	Essential	Assessment exercise Interview
Ability to work on own initiative	Essential	Application Form Interview
Flexible approach to work	Essential	Application Form Interview
Willingness to contribute suggestions/ideas to improve overall efficiency and effectiveness of work procedures	Essential	Application Form Interview
Positive attitude to work	Essential	Application Form Interview
Self-motivation	Essential	Application Form Interview
Ability to work within a team	Essential	Application Form Interview

Qualifications

Tested by:

Qualification at level 7 or above in a Forestry related subject. Relevant vocational subject or equivalent work experience	Essential	Application Form Certificates at Interview
Minibus driving licence	Essential	Application Form Certificates at Interview

Industry recognised certification or qualification or willingness to work towards a selection of: Woodchipper Tractor FMOCC Chainsaw maintenance and crosscutting Felling and processing trees up to 380mm (essential) up to 720mm (desirable) Hung up trees (essential) Windblow (desirable) ATV [all-terrain vehicles] Tree climbing PA1 and PA6 [pesticide training]	<i>Desirable</i>	Application Form Certificates at Interview
Qualified First Aider	Desirable	Application Form Certificates at Interview
Health and Safety training or qualifications	Desirable	Application Form Certificates at Interview

Capacity for Development

Tested by:

Willingness and ability to undertake and/or continue professional development in a relevant discipline	<i>Essential</i>	Interview
Commitment and ability to attain an appropriate qualification.	<i>Essential</i>	Interview

Other Job Related Requirements

Ability to travel in a timely manner between customer and work-related locations using a company vehicle	<i>Essential</i>	Application Form
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SUMMARY OF TERMS & CONDITIONS

SALARY

The salary grade is E and the salary range is £24,932 - £28,470 per annum. Successful candidates normally start at the bottom of the range, with annual increments applied in August following a qualifying period of 6 months.

HOURS OF WORK

Full-time (35 hours per week) 1 FTE.

HOLIDAYS

Entitlement to 45 days annual leave (pro-rata for part-time staff) inclusive of public holidays. Fifteen of the holiday dates are fixed and are as designated by Inverness College UHI covering periods of College closure over Christmas, Easter and May Day.

PENSION SCHEME

The College participates in the Local Government Pension Scheme as administered by the Highland Council. The employer's contribution shall be fixed by the Local Authority annually on the 1st April and employees' contribution is fixed by way of a tiered approach limited to salary.

BENEFITS (non-contractual)

- Occupational sick pay scheme and family-friendly leave provisions
- Onsite early learning and childcare available for children aged 0-5
- Cycle-to-Work scheme
- On site commercial hair and beauty salon, and gym facilities
- Free parking (with staff permit)

COLLEGE INDUCTION

As a requirement of appointment to this post successful candidates must attend an Inverness College Induction. This induction provides an invaluable insight into the College and our quality systems and covers mandatory training in Child Protection, Equality and Diversity, Data Protection and Health and Safety.

PRE-EMPLOYMENT CHECKS

Any offer of employment will be subject to a number of pre-employment checks:

- Proof of eligibility to work in the UK
- Satisfactory references;

- Confirmation of all qualifications obtained
- A satisfactory PVG Disclosure Scotland membership.