**Knowledge Specialist: Mechanical Engineering   
Engineering and Transport Skills  
Ref: VBSS17.117**

**1. The Appointment**

**There’s never been a more exciting time to join West Nottinghamshire College Group.  West Nottinghamshire College Group has grown from a local college to an international organisation with a reputation for dynamism and success.  The college group is made up of a number of separate companies all with education and training to the very highest level at their heart.**

**We embrace and encourage all those who are driven to better themselves, achieve their goals and reach new heights. Outstanding resources combined with exceptional tutors and student support means that whatever your ambition, we can help you to achieve it.**

**Vision Business Support Services Ltd (VBSS) provides high-quality support services to all aspects of the college group, VBSS is a subsidiary company of West Nottinghamshire College and provides an important service and plays a pivotal part in the success of the college and creating an exceptional learner experience.**

**JOINING OUR JOURNEY**

When you join our college, our staff have access to numerous benefits and facilities:

* Pension Scheme
* Occupational Health Service
* Childcare Voucher Scheme
* Enhanced Maternity/Paternity provision
* Staff Development days/week (July)
* Free confidential counselling service
* Staff recognition awards
* Free car parking
* On-site Butterflies Day Nursery (Derby Road)
* On-site hair and beauty salon, Revive Spa, fine dining Refine Restaurant and Create Theatre

**The team**

At ***Engineering and Transport Skills*** everything we do is focused on finding ways to wow and create great experiences that make for happy clients. We work hard to truly recognise what matters to our clients and to make them feel uniquely valued and appreciated.

Our team members are professionals that take ownership and accountability for their influence and impact on our clients and who steer their behaviours by principle and positivity. We are very proud of every individual within our team that makes this delivery of specialist services possible. If this describes you, we would love for you to apply to join our exciting team.

**Our focus**

The main focus of Vision Business is to deliver high impact consultative solutions that exceed the expectations of businesses and individuals who engage with us. Apprenticeship delivery is at the heart of what we do and we make a substantial contribution to the Government’s apprenticeship strategy, we are a market leader in our field and everything we do is about maintaining and strengthening our position.

**Aims and purpose of the job**

Our knowledge specialists are a distinctive mix of talent. They are sector relevant, having gained significant expertise to know their sector inside out, being ‘credible’ in their field. They are ingenious at imparting knowledge and skill to others, bringing alive and sharing their sector expertise in a way that will develop our apprentices to become experts in their own right. They are equally comfortable engaging with the managing director of the business as they are the apprentice.

This is a great opportunity for a dynamic, professional individual with suitable vocational experience to be part of a team that supports the training and delivery of employees in therelevantsector to achieve national standards as part of an Apprenticeship framework / standard. Knowledge specialists may be asked to deliver some or all of the following: Appropriate Technical Certificate, NVQ/Diploma (or relevant competence based qualification), and embedding Functional Skills maths, English and ICT.

This is an exciting position to work as part of a team in the local and surrounding areas***.*** Experience of training and delivery as part of an apprenticeship is essential. Experience or capability to deliver English, maths and ICT Functional Skills Levels one and two would be highly desirable.

Develop and demonstrate best practise in training and learning delivery assuring standardisation. To work with the Quality Assurance Lead to design, develop and monitor resources for learner use.

We measure our success by how many of our clients achieve their apprenticeship programme and are happy with the service. We also measure how many of our employers value the services we provide to their business and the contribution our apprentices make.

**Specific accountabilities**

You will have an in-depth understanding of the professional apprenticeship standards and the governance for all standards you will be accountable for delivering. This will be supported by your understanding of the associated funding system and apprenticeship reforms to enable you to have a rounded view of your areas of specialism.

You will focus on designing and delivering a bespoke programme that will support the apprentice to meet all of the knowledge required of their apprenticeship standard. Working in conjunction with the employer you will tailor your delivery to compliment the learning and development being managed by the employer and support the employer to do this effectively.

Utilise your professional knowledge and skill to regularly review the apprentice’s progress against the standard and in conjunction with the apprentice and employer, make informed judgements that clearly demonstrate that the apprentice is fully knowledgeable in preparation for the relevant requirements of that standard at specific regular points in the learner journey.

End point assessment can be inclusive of a wide array of testing and assessment methodologies which will be specific to your sector. You will support the apprentice for readiness for end point assessment by providing the knowledge expected in the sector standard.

You are expected to take charge of making sure your sector skills are current and that you keep up to date with developments, legislation and thinking in your occupational area and will record your CPD on the colleges HR system.

Knowing exactly what our client groups think of the interactions they have with our team and our team members is central to our ethos of finding ways to wow and create great experiences. You may be expected to contribute to sourcing this feedback from your client group and we will expect you to act upon any feedback to make sure we keep our focus on what is important to our clients.

You are part of a great team and as such will be expected to participate in events and promotions where the team requires representation, some of these will be outside of your normal working hours.

There will be some admin work created as a natural part of your role and you will be required to do this which will include providing information to college wide systems and processes.

**Accountabilities as part of our team**

We are a people focused business, as such the way you behave and present yourself will be a reflection on us and we want you to take ownership of making sure that your contribution to our reputation and to your own personal professional reputation is always a positive one.

Being privy to confidential or sensitive information may be a natural part of your job role and as such we expect you to treat this with the upmost professionalism.

We will advocate you in this role as the expert, you are accountable for making sure you live up to this reputation by taking accountability for making sure you keep you knowledge, expertise, experience and professionalism current and up to date.

**Other Responsibilities**

To uphold and promote College policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity policies and procedures and attend training as requested.

To apply the college’s own safeguarding policy and practices and attend training as requested.

To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.

To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.

To present and promote an appropriate public image in representing the college.

To undertake any other duties as may reasonably be required commensurate with the post.

**Role Competencies**



**Senior Managers Competencies**

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| **Technical Expertise** | | |
| **Knowledge** | **Skills** | **Experience** |
| High level of experience in delivering staff development, knowledge in the relevant sector, matched to the accountabilities outlined above and the ability to upskill existing workforces- **essential**  Current and up to date working practices within the relevant sector - **essential**  High level of apprenticeship service training and delivery - **desirable**  Maintains up to date knowledge relevant to role - **essential**  Understands and complies with appropriate statutory requirements aligned to the service sector- **essential**  Holds suitable qualifications relevant to the service sector, role and undertakes upskilling for continued professional development that has a benefit to driving forward role and accountabilities.  Suggested qualifications:   * Level 5 Teaching and Education Diploma (DTLLS) or equivalent - **desirable**      * D32/33 with update, A1 or TAQA - Award in Understanding the Principles and Practice of Assessment Level 3 – **desirable** * D34 with update, V1 or TAQA - Award and Certificate in the Internal Quality Assurance of Assessment Processes and Practice - Level 4 - **desirable** * and/or relevant service sector qualifications Level 3 or above- **essential** | Demonstrates extensive range of knowledge, understanding and application of curriculum development, innovation and delivery strategies and schemes of work within Employer Engagement - **essential**  Literate and numerate holding a minimum level 2 or equivalent in maths and English- **essential**  Demonstrates experience of main skills relevant to role- **essential**  Ensures the service offer thoroughly considers client / contractual / business needs- **essential**  Ensures adherence to legal, regulatory and security requirements in service delivery- **essential**  Takes ownership of problems in own area of responsibility- **essential**  Communicates in a way that meets and anticipates requirements and gives a favourable impression of the team / department- **essential**  Maintains effective performance in difficult and challenging circumstances- **essential** | Current experience of delivering learning workshops in an educational sector or relevant employer provision – **essential**  Evidence of ability to apply effective approaches to teaching at more than one level and target audience - **essential**  Demonstrable track record in areas of expertise- **essential**  Has sufficient industry / sector / job role/ expertise and experience to be seen as expert in area of responsibility- **essential**  Recognises when deliverables / services are not being delivered to the required level and takes appropriate action- **essential**  Works confidently with performance / financial / delivery / data / information to manage and monitor outcomes- **essential**    Works collaboratively with clients / colleagues / influencers / to deliver service expectations- **essential**  Develops, implements, maintains and reviews systems / processes / service standards to ensure efficiencies- **essential**  Delivers expected outcomes on time and to standard- **essential**  Maintains consistent performance- **essential** |
| **Behaviours** | | |
| **Personal** | **Teamwork** |  |
| Management of self.  Ownership of own professionalism.  Active listening.  Effective communication.  Influencing.  Disciplined.  Personal integrity.  Reacts constructively to developmental feedback and makes changes as a result.  Constructive in raising issues with managers that have an impact on service.  Listens actively and adjusts own behaviour in a helpful manner.  Expresses negative feelings constructively.  Puts aside preconceptions when considering new ideas.  Identifies how own area of accountability supports the department / organisation.  Communicates with conviction and clarity.  Takes initiative to improve own performance. | Acknowledge contribution of self and others to overall team results.  Work collaboratively with others.  Commitment to team and group objectives.  Understand the needs and goals of others.  Ensures team activities are aligned to department priorities.  Provides constructive challenge on proposals that will affect own area.  Open and inviting of the views of others.  Proactively contributes to the work of the whole team.  Encourages and values team input. |  |
| **Thinking** | | | |
| **Analysis and Decision Making** | **Change, Creativity and Innovation** | **Business Perspective** | |
| Gather and analyse information and data appropriate to role.  Make accurate and effective decisions.  Take accountability for decisions.  Soundly analyses information/data.  Recognises causes and consequences of actions.  Plans ahead and reassess workloads and priorities to respond to demand.  Anticipates and thinks ahead about next steps.  Evaluates and analyses data from various sources to identify pros / cons / risks in order to make well considered decisions.  Makes difficult decisions by weighing the complexities involved against the need to act. | Demonstrate openness to change and new ideas.  Generate creative solutions to work situations.  Contribute to change with minimum disruption.  Prepares for and responds appropriately to the range of possible effects that change may have on own / team role.  Identifies, resolves or escalates the positive and negative effects that change may have on own role / team.  Learns new procedures / processes / working practices / technologies and helps colleagues to do the same.  Responds effectively to emergencies. | Understand the purpose of own role and contribution to the team.  Understand our offer.  Protection of the brand and reputation of the organisation.  Keep up to date with industry knowledge.  Attention to detail.  Remains focused on delivery.  Remains focused and positive on achieving outcomes despite setbacks.  Presents departments priorities and how they relate to own area of work.  Sets and achieves challenging goals and monitors quality.  Takes ownership of delivery against outcomes.  Maintains a strong focus on business priorities and swiftly responds to changing requirements. | |
| **Setting the Pace** | | | |
| **Achievement Focus** | **Planning and Organising** | **Influencing** | |
| Consistently focus on client interactions and experience.  Continually performs to achieve goals and meet expectations.  Takes every opportunity to learn from experience in order to improve performance.  Seizes opportunities to demonstrate success in role.  Contributes to improve work methods, outcomes and performance.  Generates results by acting in a focused way.  Identifies adjustments in own area of responsibility and sets priorities accordingly.  Engages in action at the right time to achieve results. | Established a course of action to ensure role is effectively directed.  Anticipates having to adapt work methods to changes in environment.  Gathers information from a range of sources inside and outside thee department to inform own work.  Understands what is required of job role and how it contributes to departmental priorities.  Manages delivery / processes / assignments / projects / work practices to meet deadlines. | Listen with the intent to understand not reply.  Secure the support of others to achieve efforts.  Adapts to new ideas and initiatives relevant to own area of work.  Persuades by using concrete examples to make a point.  Negotiates in a constructive manner. | |

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| **Qualities/Approach linked to college values** | | |
| **Safeguarding** | **Equality and Diversity** | **Health and Safety** |
| Demonstrate a commitment to safeguarding and promoting learner welfare | Demonstrate a positive approach to equality and diversity and customer service | Demonstrate an ability to take responsibility for own and others Health and Safety at work |

**Position within the college**

The post-holder will be part of the ***School of Engineering and Transport Skills*** and will report to the Curriculum Manager for Engineering.

**Terms & conditions**

a) The post is offered on a Vision Business Support Services Contract and is subject to those terms and conditions.

b) The salary will be the VBSS Specialist 2 band, £32,643 per annum.

**Senior Managers Competencies**

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c) You will be required to work 37hours per week on a flexible basis.

d) You will be entitled to 25 days leave, plus bank holidays.

e) Vision Business Support Services operates a Scottish Widows Group Personal Pension Plan.

f) The post holder may be located at any West Nottinghamshire College Site and will be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

**The application process**

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by 5pm on **19th October 2017**.

[**www.wnc.ac.uk/vacancies**](http://www.wnc.ac.uk/vacancies)

### THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

**The college is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates are subject to a Disclosure and Barring Service check.  The successful candidate will be required to pay for the DBS check themselves, the cost (£44 for an enhanced disclosure) will automatically be deducted from their first salary payment.**

**It is an offence for anyone who is barred from working with children, young people and or vulnerable adults to apply for this position.**