

Vision Business Support Services is a subsidiary company of West Nottinghamshire College.

**Knowledge Specialist (Assessor): Plumbing & Heating
Construction and Building Services
Ref: VBSS21.45**

1. The Appointment

The team

At Vision West Nottinghamshire College, 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 you to apply to join our exciting team.

Aims and purpose of the job

Our assessors have 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 role will assess apprentices completing Plumbing & Heating Apprenticeships in the workplace and support the apprentices' progress through the relevant programmes at intermediate and advanced levels. The role requires regular attendance at the Station Park Construction Centre, liaising with technical delivery staff and supporting apprentices with the knowledge requirements. The successful candidate would be within the Mansfield area or reside at a location that allows a daily commute to WNC sites such as Chesterfield Road, Station Park and the surrounding area.

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 maintain the same professional level of skill and knowledge to enable you to be able to deliver on the current equivalent apprenticeship frameworks.

You will design a bespoke delivery programme that will support the apprentice to meet all of the knowledge, skills and behaviours required of their apprenticeship standard. Working in conjunction with the employer you will tailor your delivery to compliment the learning, development and continuous assessment 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 deemed competent against the relevant requirements of that standard.

Prepare the apprentice to be able to demonstrate consistently that they have met the required sector set professional standards enabling them to be supported through gateway to end point assessment. This will include supporting the employer to confidently decide at what point this will take place.

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 ensuring that they are capable and confident in all expected end point assessment methods.

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

Technical Expertise

Knowledge	Skills	Experience
<p>High level of experience in plumbing & heating, matched to the accountabilities outlined above and the ability to upskill existing workforces- essential</p> <p>Current and up to date working practices within Construction Services - essential</p> <p>High level of apprenticeship service training and delivery - desirable</p> <p>Maintains up to date knowledge relevant to role - essential</p> <p>Understands and complies with appropriate statutory requirements aligned to the service sector- essential</p> <p>Holds suitable qualifications relevant to the sector, role and undertakes upskilling for continued professional development that has a benefit to driving forward role and accountabilities.</p> <p>Suggested qualifications:</p> <ul style="list-style-type: none"> • D32/33 with update, A1 or TAQA - Award in Understanding the Principles and Practice of Assessment Level 3 – essential 	<p>Literate and numerate holding a minimum level 2 or equivalent in maths and English- essential</p> <p>Demonstrates experience of main skills relevant to role- essential</p> <p>Ensures the service offer thoroughly considers client / contractual / business needs- essential</p> <p>Ensures adherence to legal, regulatory and security requirements in service delivery- essential</p> <p>Takes ownership of problems in own area of responsibility- essential</p> <p>Communicates in a way that meets and anticipates requirements and gives a favourable impression of the team / department- essential</p> <p>Maintains effective performance in difficult and challenging circumstances- essential</p>	<p>Demonstrable track record in areas of expertise- essential</p> <p>Has sufficient industry / sector / job role/ expertise and experience to be seen as expert in area of responsibility- essential</p> <p>Recognises when deliverables / services are not being delivered to the required level and takes appropriate action- essential</p> <p>Works confidently with performance / financial / delivery / data / information to manage and monitor outcomes- essential</p> <p>Works collaboratively with clients / colleagues / influencers / to deliver service expectations- essential</p> <p>Develops, implements, maintains and reviews systems / processes / service standards to ensure efficiencies- essential</p> <p>Delivers expected outcomes on time and to standard- essential</p>

<ul style="list-style-type: none"> • D34 with update, V1 or TAQA - Award and Certificate in the Internal Quality Assurance of Assessment Processes and Practice - Level 4 - desirable • L3 NVQ in Plumbing & Heating – essential • CCN1 and relevant ACS qualifications to enable assessment on gas – desirable 		Maintains consistent performance- essential
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Behaviours

Personal	Teamwork
Management of self	Acknowledge contribution of self and others to overall team results
Ownership of own professionalism	Work collaboratively with others
Active listening	Commitment to team and group objectives
Effective communication	Understand the needs and goals of others
Influencing	Ensures team activities are aligned to department priorities
Disciplined	Provides constructive challenge on proposals that will affect own area
Personal integrity	Open and inviting of the views of others
Reacts constructively to developmental feedback and makes changes as a result	Proactively contributes to the work of the whole team
Constructive in raising issues with managers that have an impact on service	Encourages and values team input
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	

Thinking

Analysis and Decision Making	Change, Creativity and Innovation	Business Perspective
<p>Gather and analyse information and data appropriate to role</p> <p>Make accurate and effective decisions</p> <p>Take accountability for decisions</p> <p>Soundly analyses information/data</p> <p>Recognises causes and consequences of actions</p> <p>Plans ahead and reassess workloads and priorities to respond to demand</p> <p>Anticipates and thinks ahead about next steps</p> <p>Evaluates and analyses data from various sources to identify pros / cons / risks in order to make well considered decisions</p> <p>Makes difficult decisions by weighing the complexities involved against the need to act</p>	<p>Demonstrate openness to change and new ideas</p> <p>Generate creative solutions to work situations</p> <p>Contribute to change with minimum disruption</p> <p>Prepares for and responds appropriately to the range of possible effects that change may have on own / team role</p> <p>Identifies, resolves or escalates the positive and negative effects that change may have on own role / team</p> <p>Learns new procedures / processes / working practices / technologies and helps colleagues to do the same</p> <p>Responds effectively to emergencies</p>	<p>Understand the purpose of own role and contribution to the team</p> <p>Understand our offer. Protection of the brand and reputation of the organisation. Keep up to date with industry knowledge</p> <p>Attention to detail</p> <p>Remains focused on delivery</p> <p>Remains focused and positive on achieving outcomes despite setbacks</p> <p>Presents departments priorities and how they relate to own area of work</p> <p>Sets and achieves challenging goals and monitors quality</p> <p>Takes ownership of delivery against outcomes</p> <p>Maintains a strong focus on business priorities and swiftly responds to changing requirements</p>

Setting the Pace

Achievement Focus	Planning and Organising	Influencing
Consistently focus on client interactions and experience	Established a course of action to ensure role is effectively directed	Listen with the intent to understand not reply

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	Anticipates having to adapt work methods to changes in environment Gathers information from a range of sources inside and outside the 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	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 report to the Apprenticeship Manager

Terms & conditions

- a) The post is offered on a Vision Business Support Service contract.
- b) Competitive salary.
- c) You will be required to work 37 hours per week on a flexible basis.
- d) You will be entitled to 25 days leave, plus bank holidays.
- e) The college 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 Sunday 3rd October 2021**.

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.