

## Appointment of Carpentry & Joinery Technician (2531)

### Newtownabbey Guide for Applicants



## Foreword

Dear Candidate,

Thank you for your interest in working with Northern Regional College.

This is an unprecedented time of development and change in the history of the College, presenting exceptional opportunities to contribute to its future success. We recognise that our employees are crucial to our success as the College is committed to improving the quality of our curriculum, learning environment, and business processes.

This Guide for Applicants contains the information required to help you complete your application. Please read all of the contents thoroughly so that you are fully aware of the requirements of the Post, and the College policies and protocols relation to Recruitment and Selection, Equality, Vetting, and Appointment.

Further information about the College can be found on our website: [www.nrc.ac.uk](http://www.nrc.ac.uk)

Yours sincerely,

Signature

A handwritten signature in black ink, appearing to read 'Terri Scott', written in a cursive style.

Terri Scott  
Principal and Chief Executive

## 1. Northern Regional College Profile

Northern Regional College was established in 2007 following the merger of the Causeway, East Antrim and North East Institutes of Further and Higher Education. We are the main provider of Further Education across four of new council areas, serving 25% of Northern Ireland's population. The College employs over 800 staff and had more than 20,000 enrolments during 2016/17 in over 1800 further education and higher education programmes and training contracts. The full-time provision is delivered at our main campuses in Ballymena, Ballymoney, Coleraine, Magherafelt and Newtownabbey with part-time and community based provision offered at more than 30 other locations.

Further information on the College may be found at: [www.nrc.ac.uk](http://www.nrc.ac.uk)

## 2. Vision, Mission, and Values

Our agreed Vision, Mission and Values are set out below:

### Vision

*“NRC will be an outstanding provider of training and further and higher education, focused on the needs of the modern economy.”*

### Mission

*“NRC will provide learners with a life-changing, supportive and innovative experience, which will equip them with the skills to compete successfully in the global employment market and meet the needs of local industry and employers.”*

### Values

<b>Student Focused</b>	Putting the student first in all we do.
<b>Innovation</b>	Challenging ourselves to be innovative and drive continuous improvement.
<b>Collaboration</b>	Engaging proactively with internal and external partners to achieve joint goals.
<b>Inclusiveness</b>	Promoting equality, diversity, transparency and opportunity.
<b>Sustainability</b>	Focusing on the long-term future of our College.
<b>Development</b>	Committing to ongoing development of our staff.

### 3. Job Description

**Role:** Technician Band 4

**Reporting to:** Assistant Head of Department

**Responsibilities:** To provide expert technical support and assistance to teaching staff and students and develop and maintain all technical aspects within a particular curriculum area.

#### Key Areas

##### Set up, before & during

- Preparations of classroom area, resources, materials, equipment and/or tools before classes arrive to carry out practical activities.
- Operate and train staff in the use of complex resources, materials, equipment and/or tools using safe working practices.
- Demonstration, using expert knowledge, of techniques, resources, materials, equipment and/or tools to students under Lecturers supervision. Supervision of these whilst operated/used by students
- Supervising correct usage of resources, materials and/or tools by Lecturers and Students.
- Assisting Lecturers during practical sessions and ensuring that students use safe working practices.
- Assisting Lecturers with exhibitions and displays of student work, staff research work and visiting exhibitions and displays.
- Co-ordinating the loan of resources, materials, equipment and/or tools as required by students for teaching and/or project work and ensuring the correct safeguards are in place for the return of these.
- Assisting students with experimental and project work in the use of resources, materials, equipment and/or tools.
- Advise on Health and Safety issues in relation to the use of resources, equipment, tools and/or machinery

##### Clear Up

- Accounting for resources, materials, equipment and/or tools at the end of practical sessions.
- Maintaining optimum standards within the learning space complying with Health and Safety and Hygiene Regulations
- Dismantle and storage of relevant materials, equipment and/or tools at the end of practical sessions.
- Disposing of used material in a safe and approved manner
- Regular cleaning of resources, materials, equipment, and/or tools

##### Maintenance, repair, service, & H&S

- Assessing the condition of resources, materials, equipment and/or tools with regard to health and safety before further issue.
- Regular repair of resources, materials, equipment and/or tools if required.
- Routine testing, maintenance and service of resources, materials, equipment and/or tools to ensure they are in high quality working order and comply with Health and Safety and Hygiene Regulations.
- Creation of Manuals detailing clear operating instructions for tools and/or machinery.

### **Stock Control, storage, ordering**

- Maintaining adequate stock levels and records within the curriculum area.
- Responsible for sourcing and purchasing new equipment and stock in the most efficient and cost effective manner possible.
- Liaising with industry representatives regarding stock
- Implementation of a stock control and cataloguing process using an IT database.
- Receiving, checking and ensuring correct storage of stock
- Ensuring relevant stock take is undertaken
- Rotation and stock control of dry and perishable goods where appropriate.

### **Development**

- Help Identify new technical requirements for the curriculum in conjunction with the course co-ordinators and Curriculum Managers.
- Assisting Lecturing staff in the development and manufacture of teaching aids and models only in relation to the use of resources, materials, equipment and/or tools.
- Consultation with companies on Project or contract work to be carried out and advising lecturers on this work and costs.

### **General**

- Cash handling and completion of relevant documentation where applicable
- Assisting teaching staff with the set up and clearance for exhibitions, competitions and other displays
- Support all staff in ensuring the general safety of students

The above list of duties is neither comprehensive nor exhaustive but outlines the general requirements of the post. Other duties may arise of a more general nature which is consistent with the job title and salary attached to this post.

Duties may change as the College develops, therefore the person appointed will be expected to be flexible in relation to duties performed, subject to consultation.

Location may be changed subject to the requirements of the College.

All staff have an obligation to comply with the statutory duties relating to  
Section 75 of the Northern Ireland Act 1998  
and will be required to contribute to the implementation of  
the College's Equality Scheme drawn up in accordance with this legislation.

## **4. Person Specification**

Applicants must meet the following eligibility criteria and desirable criteria by the closing date for applications but are only required to demonstrate how they meet the eligibility criteria on the application form.

### **Eligibility Criteria**

- Applicants must have a Level 3 Apprenticeship (or higher) in Wood Occupations or a related discipline.
- Applicants must hold 4 GCSEs at grade C or above including Maths and English Language or equivalent level qualifications.
- Applicants must have knowledge and hands-on experience within a wood occupations related environment.
- Applicants must have the ability to use a range of carpentry and joinery workshop tools and equipment.
- Applicants must have access to suitable transport for business purposes to effectively discharge the duties of this post.

**In accordance with the College selection procedures, the following eligibility criteria may be used should this vacancy attract a large number of applicants:**

### **Desirable Criteria**

- Applicants must have a Level 5 qualification in a Construction related discipline or equivalent.
- Applicants must have knowledge and hands-on experience in the preparation of materials in a Bench joinery workshop.
- Applicants must have practical experience on Bench joinery workshop machines.

### **Essential Criteria**

- Proven ability in implementing knowledge of relevant vocational area.
- Proven ability to demonstrate the effective use of resources and management of materials.
- Proven ability to maintain safe working practices whilst complying with Health & Safety & Hygiene Regulations.
- Ability to work and communicate effectively both orally and in writing to a wide range of stakeholders.

- Ability to be enthuse and motivate self and others.
- Proven ability to use ICT.
- Proven experience of the maintenance and operation of machinery, hand tools and/or equipment.

## 5. Terms of Appointment

- This is a permanent part time post, two days per week.
- The salary scale for this post is £18,070 - £22,658 pro rata per annum. The successful applicant will normally be placed at the bottom point of the salary scale on appointment.
- Whilst the post-holder will initially be assigned to a designated base, there will be a requirement to travel to other campuses and beyond according to the needs of the post.
- The College reserves the right to change the designated base to meet with operational needs in the future.

## 6. Recruitment and Selection Process

### How to apply

To apply in the first instance please email completed application form to [jobs@nrc.ac.uk](mailto:jobs@nrc.ac.uk)

Hard copy applications can be sent to:

Human Resources  
Northern Regional College  
Farm Lodge  
Ballymena  
BT43 7DF

The closing date for applications is **20 February 2018 at 1.00pm**. Please note the onus is on the applicant to ensure applications are received by HR by the specified date and time.

Application is by completion of application form - CVs will not be accepted.

Applicants with a disability who require assistance will be facilitated upon request.

Applicants who wish to receive an information pack in accessible formats are requested to



advise Human Resources of their requirements as promptly as possible, allowing for the fact that the closing date for receipt remains the same for all applicants as noted above.

### **Equal Opportunities Monitoring**

The Northern Regional College monitors applications for employment in terms of community background, sex, marital status, political opinion, racial group, disability, sexual orientation and family status.

You should note that this information is regarded as part of your application and failure to complete fully and return this part of your application may result in disqualification. The use and confidentiality of community background information is protected by the Fair Employment and Treatment (Northern Ireland) order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation.

### **Application Form**

Applicants must clearly and fully demonstrate on their application form how they meet the essential and desirable criteria. The Northern Regional College may decide to interview only those applicants who appear, from the information they have provided on their application form, to be most suitable in terms of relevant experience and ability. It is essential therefore, that applicants fully describe on the application form how they meet each of the criteria for the role.

In the event of an excessive number of applicants the College reserves the right to move to desirable criteria.

### **Shortlist**

After the closing date, the first stage in the selection process will be to conduct a shortlisting exercise. Applicants who have not fully demonstrated on their application form how they meet each of the criteria will not be progressed to the next stage of the process.

The Northern Regional College will shortlist solely on the information provided by the applicant on the application form. Members of the shortlisting panel will not make assumptions or take into consideration information known to them personally about any applicant.

### **Selection and Interview**

Following the shortlisting exercise, a selection panel will form the next stage of the selection process. This will consist of a competency based against the essential criteria for the role. It is intended that the interviews will take place during March 2018.

Interviews will not be rescheduled to accommodate applicants who are unable to attend on the agreed date due to reasons such as holidays, as selection processes are normally completed on the day of interview.

If an applicant fails to present himself or herself for interview, it will be deemed that they have withdrawn from the selection process.

Applicants will be asked at interview to sign application forms which have been submitted via email.

Applicants attending interview are required to bring with them photographic identification. After the selection process, this documentation will only be retained for the successful applicant.

### **Notification of Successful Applicants**

Selection panels **recommend** applicants for appointment. Applicants are advised that a **recommendation for appointment** is not an offer of employment and it must not be treated as such.

### **Offer of Employment: Appointment Verification**

An applicant is deemed to have been offered the post only upon receipt of a formal written offer of employment from Human Resources Department, Northern Regional College.

A **formal written offer of employment** from the College, confirming a start date, will only be issued once the following have been received:

- The successful applicant's formal acceptance of the selection panel recommendation for appointment
- A satisfactory outcome to all elements of the College's vetting process, including Access NI Enhanced Disclosure Certificate.

Please note that successful candidates are required to pay the administration fee for the completion of the Access NI Enhanced Disclosure Certificate (which is currently £33).

The College vetting policy may be found on our website at [www.nrc.ac.uk](http://www.nrc.ac.uk)

Further information on Enhanced Disclosure Certificates may be found at: <http://www.nidirect.gov.uk>

### **Keeping of Records**

All applicant records are kept in accordance with the Data Protection Act. Records are kept to fulfil our statutory obligation to submit an annual monitoring review under fair employment legislation.

Equality monitoring forms are separated from the application form, and retained on file for one year. The equality monitoring form does not hold information that could reveal identity. All other documents relating to applicants who were not appointed are destroyed securely.

Should you be appointed to this post, your applicant records (with the exception of the equality monitoring form) will be transferred to your Employee Personnel file.

### **Equality and Diversity**

The College is designated as a public authority for the purposes of the Northern Ireland Act. This Act makes it incumbent upon us as an organisation to comply with the Act and in particular with section 75 of the Act.

Section 75(1) of the Northern Ireland Act (1998) states that it is now the statutory duty of public authorities to have:

*'due regard to the need to promote equality of opportunity between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation, between men and women generally, and between persons with dependants and persons without.'*

As part of our commitment to section 75 the Northern Regional College promotes equality of opportunity in all of its activities. All staff are required to comply with the principles of the Equality Scheme and provide a supportive, fair, inclusive and welcoming environment free from any form of discrimination or harassment.

As part of our duty under section 75, all staff will receive awareness training on section 75 and follow-up training. As part of its implementation of this statutory duty, the College deems it mandatory for all College staff to participate in the awareness training and in subsequent training sessions.

### **Further Information**

Should you have any further queries about this selection process, please contact Claire Gardner on 02825 664231.