

## LINCOLN COLLEGE JOB DESCRIPTION

<b>Post Title:</b>	Technician/Learning Support Officer - Computing	<b>Post Number:</b>	CS0987F
<b>Daily Supervision:</b>	Learning and Skills Lead - Computing, Electrical and Electronic Engineering	<b>Grade:</b>	Support Scale 4/5
<b>Department:</b>	School of Professional Industries	<b>Last Updated:</b>	March 2022

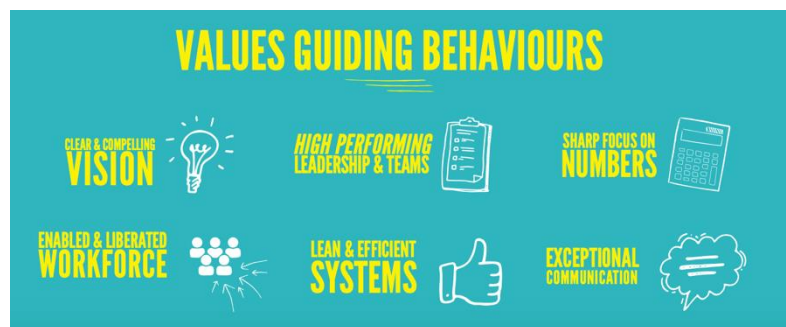
### Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

### Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

### Our Cornerstones of Success & Values Guiding Behaviours:



### Job Purpose:

To provide high quality technician and learning support to our staff and learners in practical sessions in the programme area.

This post is part of the Grow Your Own (GYO) element of our recruitment strategy which supports the talent pipeline of Lecturers and Instructors into skills shortage areas.

This is a fixed term role for the period 1 August 2022 until the end of the summer term (7 July 2023), during this time the post holder will be supported to complete [Infrastructure Technician Apprenticeship - Level 3](#).

*Whilst we foresee substantive vacancies in these skills shortage areas, there is no guarantee of continued employment after this placement period.*

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To prepare and maintain materials and resources to provide support of practical activities within the workshops and classrooms.
2. To support the teaching and learning on a range of courses and programmes according to the requirements of the programme area.
3. To manage the sections computer systems and infrastructure to ensure reliable service delivery to staff and students.
4. To work with the team to provide supervisory support of lab practical exercises.
5. To contribute towards the development of an inclusive learning environment.
6. To contribute to and work effectively as a member of the team.
7. To carry out and maintain equipment and Health and Safety documentation required by the College and by the awarding bodies.
8. To participate in any cross-college working / strategy groups as may from time to time be established.
9. To be available to work in any cross-college site appropriate to programme needs.
10. To maintain quality standards, appropriate to the post.
11. To maintain professional standards and expertise by undertaking relevant professional development.
12. To promote the development of the Equal Opportunities Policy throughout all aspects of employment.
13. To develop and maintain quality standards appropriate to the post.
14. To maintain professional standards and expertise by undertaking relevant professional development.
15. To conform with the Health & Safety requirements to the post.
16. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

**N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**



## PERSON SPECIFICATION

	Knowledge	PSM
1	Educated in IT or Computer Science to level 3 or work/personal related experience to an equivalent standard.	A
2	Grade C (Grade 4) or above GCSE English or Maths or equivalent	A

	Skills/Abilities – Interpersonal	PSM
3	The ability to work in a non-discriminatory manner	A/I
4	The ability to respond to individual staff needs	A/I
5	The ability to communicate effectively to understand problems described to them.	A/I
6	Capable of producing user documentation in a clear useable format.	A/T

	Experience	PSM
7	Experience of Computer hardware Installation	A/I
8	Experience of Software installation	A/I

	Work Related Circumstances	PSM
9	The ability and willingness to undertake relevant staff development in accordance with the GYO placement.	A/I

	Skills/Abilities - Other	PSM
10	Ability to use and learn software applications across the range of computer technologies.	A/T
11	Responsibility for the safeguarding and promoting the welfare of children wherever applicable	A/I
12	Effective at time management and prioritisation.	A/T
13	Good problem-solving abilities	A/T

<b>Prepared By:</b>	Stephen Smith
<b>Date:</b>	03/03/2022

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test