Job Title Design and Technology Engineer

Grade 7

**Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and the people of Staffordshire
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

Design and Technology Support Service within the Health, Safety and Wellbeing Service, people Services.

The Design and Technology (D&T) Support Service is a part of Staffordshire County Council’s Health, Safety and Wellbeing Service.

**About the Role**

As part of a Service Level Agreement (SLA) with educational establishments, the D&T Support Service is responsible for delivering a comprehensive, high quality professional Service which supports the vision and outcomes of the County Council, the Senior Leadership Team, and all managers and employees to manage all aspects of health and safety in relation to D&T so as to:

• Meet current and developing legal requirements, best practice and corporate policy requirements.

• Reduce risks to the health, safety and welfare of pupils, staff and others who may be affected by the use of machinery and equipment used in D&T curricula areas, by undertaking inspections and repairs of equipment and machinery.

Reporting Relationships

Responsible to: Health, Safety and Wellbeing Manager

Responsible for: No direct reports

Key Accountabilities:

1. Undertake health and safety inspections on equipment/ machinery in accordance with agreed Service Level Agreements (SLA’s) to include installation, maintenance, testing, modification and refurbishment of design and technology machinery and associated equipment as required to ensure equipment meets statutory requirements and remains in service.
2. Produce customer reports recording condition and recommendations that also identify situations where additional safety features are necessary.
3. Implement safe working practices and conditions both in the workshop and on-site to minimise the risk to self, colleagues, pupils and staff.
4. Assist in the keeping of accurate records of stock movement; and advise clients if it is no longer possible or economical to maintain support on obsolete equipment. Understand the processes for procuring equipment and materials from external suppliers.
5. Inform the Health, Safety and Wellbeing Manager of any concerns regarding any deficiencies in safe working practices, equipment, materials. Liaise with other officers of the Health, Safety and Wellbeing Service and other officers of the authority as required.
6. Prioritise own workload and provide cover in the absence of another team member.
7. Keep up to date of technological advancements in D&T equipment and participate in relevant training and personal development opportunities.
8. Create quotations for requested work which falls outside the scope of the SLA and maintain accurate records of time spent on all breakdown and installation work to enable recharging.
9. Make safe any equipment or machinery which is identified as posing an immediate danger to health or safety; and immediately inform the Headteacher or senior person within the establishment of any serious safety concerns identified.
10. Provide a technical advisory service to Design and Technology teachers, technicians and heads of department etc.
11. Participate in accident investigations where D&T equipment and machinery is involved and to submit detailed reports as required.
12. Any other duties commensurate with the level of the post, although suitable adjustments will be made in line with the Disabilities Discrimination Act.

This post is designated as an Essential car user.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * Relevant City & Guilds vocational qualification in electrical/ mechanical engineering, level 4 NVQ or equivalent. * Current certification for specific engineering skills to meet current legislation. * Desirable to have relevant gas qualifications. * It would be desirable to have a European Computer Driving Licence (ECDL) or equivalent IT qualification. * Possess full driving licence and have full use of a car. | A  AI  A  A  A |
| **employer_small** | **Knowledge and Experience**   * Demonstrable (Substantial) post qualification experience in the use and maintenance of all types of machinery and equipment similar to or as used in educational Design & Technology areas of work. * It would be desirable to have a working knowledge of relevant Health and Safety regulations, British Standards (i.e. BS: 4163 Health and safety for design and technology in schools and similar establishments), Approved Codes of Practice etc. * Able to identify hazards and control risks in a workshop environment. * Good knowledge of Microsoft Office applications including email, spreadsheets, Teams etc. * It would be desirable to have experience of working in an educational environment. * Experience of maintaining accurate detailed records. | AI  AI  A  AI  AI  A |
| **employer_small** | **Skills**   * Good team member. * Be motivated and willing to learn / self-develop. * Communication skills including written, verbal and digital. * Customer focused. * Proven organisational skills * Helpful and tactful. * Health and safety awareness.   This post is designated as an Essential car user | AI  I  I  I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300