

This document is also available in Welsh.



Coleg y  
Cymoedd

# Electrical Technical Assessor

## Recruitment Pack

September 2022

## Welcome

Thanks for your interest in this role. You should find all of the information you need here, as well as guidance on how to apply. If there's anything else you want to know though, contact us to arrange a chat.

# Role Summary

We'd love you to get to know us and the role you're interested in. Let's start with the basics...



## Job Title

Electrical Technical  
Assessor



## Working Hours

37 hours per week



## Job Type

Full Time, Permanent



## Your Salary

£27,975 - £29,868



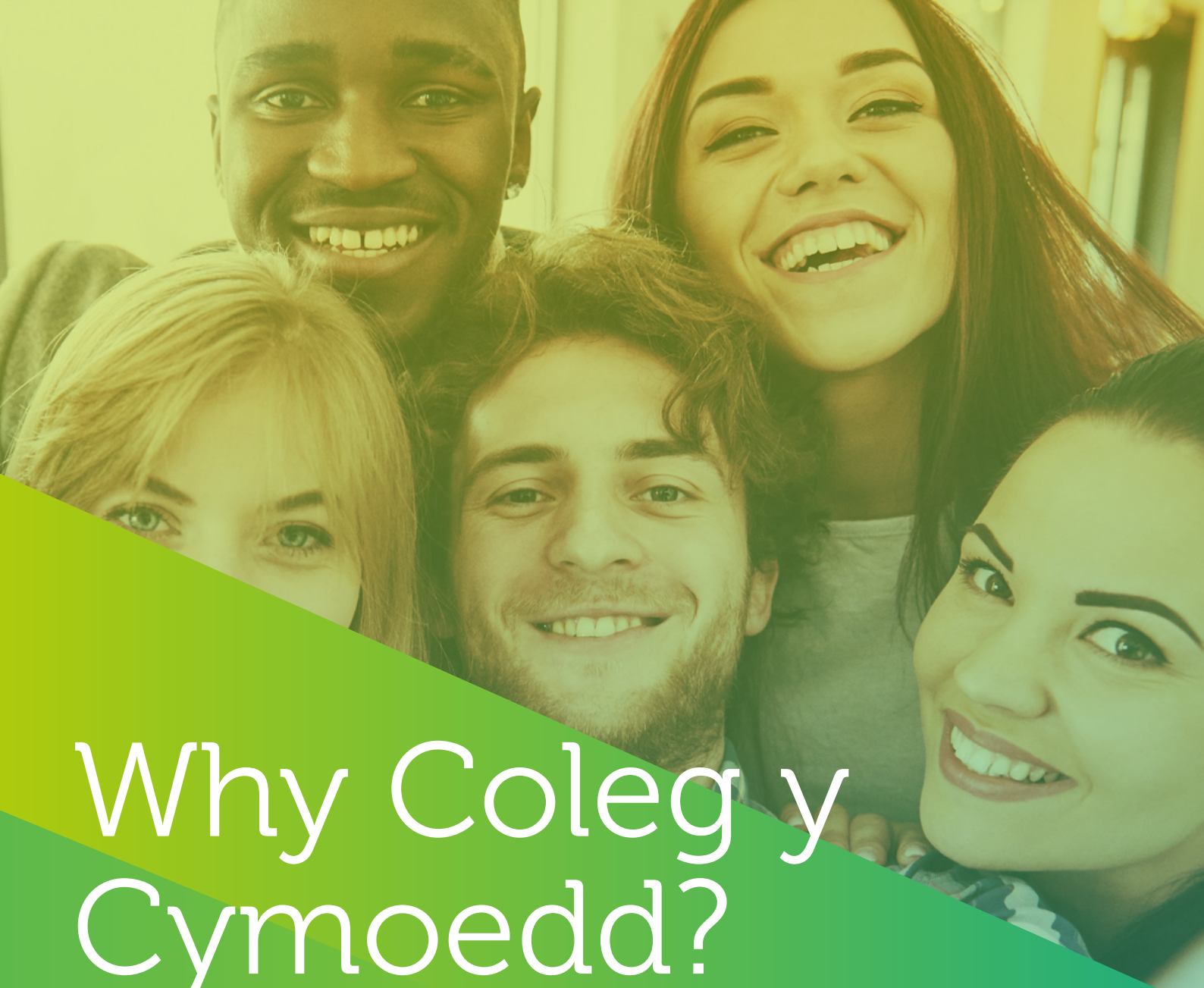
## Closing Date

11th October 2022



## Location

Ystrad Mynach  
Multi-campus travel maybe  
required as part of this role



# Why Coleg y Cymoedd?

## About Us

Coleg y Cymoedd was formed in 2013. Over 10,000 learners study at Coleg y Cymoedd each year with sites in Aberdare, Nantgarw, Rhondda and Ystrad Mynach.

The college offers a wide range of Full and Part Time courses from Entry to Degree Level in over 15 Curriculum areas.

Working in partnership with more than 800 employers, the college's Business Services team offer a wide range of Apprenticeship and Bespoke Commercial Training packages.

The college has seen significant investment in recent years including the Nantgarw Campus building (a £40 million campus), Aberdare Campus (a £22 million campus), and state of the art Railway Training and Motor Vehicle Facilities.

## Our Mission Statement

'Our mission is your future success'

## Our Values

- > We focus on learners.
- > We strive for high performance.
- > We value and invest in all people.
- > We seek continuous improvement.
- > We are aspirational, we listen and collaborate.
- > We develop strong and effective partnerships.

## Our Vision

To be recognised as an excellent college by learners, staff, business and communities.

We encourage our learners, staff and external stakeholders to dream big and we are proud to say that studying at Coleg y Cymoedd helps to inspire our learners and transform their lives.

# The Benefits

## Salary



We pride ourselves on offering a competitive salary within the further education sector.

## Development



Your development is important to us. We offer excellent career and personal development opportunities. We'll also give you free tuition on college funded courses and even give you the opportunity to learn Welsh! Da lawn.

## Your Health



Maybe you'll never need it, but we never know what's around the corner. We offer a free Employee Assistance Programme along with a great Occupational Health Provision.

## Pension Scheme



Starting with us means you can be enrolled into the Local Government or Teachers' Pension Scheme.

## Keep Fit



Physical and mental fitness is important and so, we offer free gym access at Nantgarw and Ystrad Mynach in addition to discounted leisure membership. If the gym isn't your thing, we also offer a Cycle to Work scheme.

## Take a Break



We understand that sometimes you need a break. We offer a generous Annual Leave entitlement. We also offer free car parking for all staff and a car sharing scheme.

## Your Home Life



Sometimes things change and we want to support that. We offer a full suite of Family Friendly policies to support your work/life balance. We also offer Childcare Vouchers to make sure your little ones are well taken care of.

# Job Description

## Assessor

As an Assessor you will develop and deliver work based training and assessment programmes within area of expertise. You will generate new local/ regional business relationships to increase work based learning activities and to maintain own caseload and work under the direction of the coordinator for the area of expertise.

## Key Duties

- To promote and deliver the College vision, values and corporate behaviours.
- Promote positive professional relationships with customers including staff and learners.
- Promote the College strategic plan and its values and be a driver of change and enterprise.
- To be proud of Coleg y Cymoedd and play an active role in a "One College" culture focused on making the valleys stronger through excellent education, skills and training.
- To be proactive, adaptable and flexible to respond to the needs of the business and changing markets to be successful.
- Develop, deliver and assess work based learning activities in line with personal competencies.
- Undertake health and safety pre-placement audits and on-going monitoring of health and safety in the workplace.
- Participate in recruitment, initial assessment and induction processes.
- Monitor learner progress and performance to ensure targets within ILPs are met.
- Ensure the cross cutting themes e.g. ESDGC, ESWs, Welsh are incorporated into delivery and assessment processes.
- Participate in the internal verification process within area of expertise.
- Ensure learners are registered for appropriate qualifications and complete their qualifications within allocated timeframes.
- Participate in the college quality framework to ensure the highest standards are achieved and maintained for training and assessment.
- Complete all appropriate documentation in relation to the work based learning contract, within timescales and to comply with audit requirements.
- Liaise with college staff to maintain learners' progress and targets in relation to apprenticeship frameworks.
- Market the programmes to employers, potential learners and external agencies.

## Key Duties

- Produce accurate and timely information to the area Coordinator regarding targets and performance.
- Support the area Coordinator in ensuring that the targets for Key Performance Indicators are achieved.
- Assist the area Coordinator to produce self-assessment reports.
- Support the Head of School to develop strategies to maintain a strong identity both internally and externally to the College.
- Comply with HR policies, procedures and practices.
- Comply with Health and Safety policies, procedures and practices.
- Comply with Financial Regulations & Procedures

## Additional Duties

- Actively comply with the College Equality of Opportunity Policy.
- Participate in and contribute to the College Performance Management and Review process.
- Attend staff meetings and learning and development as required.

## Further Information

All staff employed at Coleg y Cymoedd will have responsibility for the safeguarding and for the promoting the welfare of students. Undertake such other duties as may be reasonably required by the College, either at your principal place of work or other College premises, commensurate with the grade and responsibilities of the post.

**It is recognised that duties and responsibilities of all posts may change from time to time and job descriptions may be amended in consultation with the post holder to reflect those changes which are commensurate with the role.**



# Person Specification

	Essential	Desirable	Assessment
Minimum level 3 qualification in a relevant discipline	✓		Application Form
Appropriate Assessor qualification or be prepared to work towards them		✓	Application Form
Appropriate Verifier qualification or be prepared to work towards them		✓	Application Form
Evidence of Continuous Professional Development	✓		Application Form
Proven track record of working in a relevant industry.	✓		Application Form & Interview
Experience of teaching/training/assessing in a relevant discipline		✓	Application Form & Interview
Sound knowledge of training and assessment requirements		✓	Application Form & Interview
Demonstrated suitability to work with children and vulnerable adults	✓		Application Form & Interview
Ability to organise, plan and prioritise work	✓		Application Form
Ability to meet deadlines and work under pressure	✓		Application Form
Ability to liaise effectively with internal and external staff at all levels	✓		Application Form & Interview
Evidence of computer literacy especially Microsoft word, and excel.	✓		Application Form & Interview
Excellent interpersonal and communication skills	✓		Application Form & Interview
The ability to speak Welsh		✓	Application Form
Able to demonstrate a sound understanding of issues relating to confidentiality	✓		Application Form & Interview
Able to learn and adapt quickly to new situations and requirements	✓		Application Form & Interview
Ability to maintain effectiveness in a pressurised environment and translate opportunities into action plans	✓		Application Form & Interview
Approach a challenge with enthusiasm	✓		Application Form & Interview
Exhibit a professional attitude, diplomacy and an ability to handle difficult situations.	✓		Application Form & Interview
Flexible and quick to adapt to new and changing circumstances	✓		Application Form & Interview
Be a reliable colleague who relates to peers and all other staff respectfully, purposefully and positively	✓		Application Form & Interview
Confident, enthusiastic, energetic	✓		Application Form & Interview





'I really enjoy my role in Welfare and Wellbeing, connecting with learners, facilitating them to be who they want to be is so rewarding. In the words of the great Carl Rogers, "People are like plants, given the right conditions they will flourish" '

## **Carolyn Owen**

**Welfare & Wellbeing Officer**

'Engaging with staff and learners and observing them develop to their full potential is very rewarding. The role is flexible and no two days are the same. Coleg y Cymoedd is a fantastic place to work where we all support each other to ensure our learners receive an outstanding learning experience.'

## **Tracey Evans**

**Head of School (Catering, Hair and Beauty)**

# Application Process (How to Apply)

## What Now?

Now you should know more about us and what we're doing, you should also have a good understanding of this role and the type of person we're looking for. If this sounds like you, then we'd love you to apply.

Simply download the application form and fill out all the required fields.

Send completed applications to:

✉ [jobs@cymoedd.ac.uk](mailto:jobs@cymoedd.ac.uk)

Remember to use the **Person Specification** and **Job Description** to show us why you're the best candidate for the job.

Once the application is filled out and you're happy, there's just one thing left to do and that's get it over to us at the email address above - We're really looking forward to reading it!

Please be advised, **we do not accept CVs**. If you would rather, you can always send your completed application to:

People & Culture  
Coleg y Cymoedd  
Rhondda Campus  
Tonypany  
CF40 2TQ

## Want to chat?

Coleg Y Cymoedd is a unique and exciting place to work. Maybe this role is the perfect fit for you. If you'd like to chat through any questions or get to know us better, get in touch today:

Applications / ✉ [jobs@cymoedd.ac.uk](mailto:jobs@cymoedd.ac.uk)

Find out more: ☎ 01443 653626



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**INVESTORS IN PEOPLE**  
We invest in people Gold

Rydym wedi llwyddo!  
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Oherwydd rydym yn gwella gwaith.

We did it!  
Officially accredited by Investors in People.  
Because we make work better.

# Terms & Conditions

## Equality & Diversity

We recognise the benefits of a diverse workforce we consider ourselves to be an employer of choice and are committed to eradicating discrimination in the workplace.

## Criminal Convictions

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform the college of any spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. A list 99 check is also obtained on anyone who will be working with or coming into contact with learners and must be received by the college before employment can commence.

## Data Protection

Any data about you will be held securely, with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

## Right To Work In The UK

Section 8 of the Asylum and Immigration Act 2008 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents the employee from taking up employment. If you are invited to attend an interview you will be asked to produce original and up to date documentary evidence of your right to work in the UK.