



Dear Applicant,

Thank you for taking a look at this exciting opportunity at HETA and I hope that this information provides you with a useful insight to help you decide if this is the job for you.

HETA was created back in 1967 and that 50 year track record is one of our real strengths. We are growing rapidly and we need someone who can complement the existing technical delivery team and be part of our continued growth.

We are a 'not for profit' and retain an ethos that fits with our charitable status whilst being very commercially driven showing the traits of a private sector business.

Essentially we deliver three strands of training and skills provision to a range of employers in the engineering, manufacturing, process and renewables industries;

**Level 3 apprenticeships, Higher Education and Workforce Skills.**

Our engineering trade areas are; Mechanical, Electrical, Control and Instrumentation, Fabrication and Welding, Process Operations and now High Voltage (HV) Electrical Engineering.

This provision has been developed in association with a well-established provider from the North East of England-"*The Faraday Centre Ltd*".

It is our aim to deliver a range of existing HV electrical courses and to design and deliver new courses to meet the needs of employers.

Our current workforce are with us after having worked in industry and the armed forces and are people who have made the conscious decision to move 'off the job' and into training. This has given them an opportunity to utilise their skills and experience and be part of training the next generation of engineering technicians or to upskill those still working in industry.

Fundamentally, we want to hear from people who are motivated by the idea of teaching others and have a passion for their technical specialism-this could be you.

**In return we offer a generous leave entitlement of 30 days per year, ongoing training, a company pension scheme, private health care and a market competitive salary.**

I do hope that you are interested in taking a look at what we offer and I am available for interested potential applicants to contact me for an informal discussion.

*Best Wishes,*

*Iain*

Iain Elliott



## **Job Description**

**Designation**                **High Voltage (HV) Electrical Instructor**

**Department:**                **Hull Workshop**

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### **Background.**

Humberside Engineering Training Association has been providing a service to the engineering and process industries since 1967, predominantly to companies located around the Humber Bank. HETA have three sites, Hull, Stallingborough and Scunthorpe.

With turnover around £5m per year, the company is expanding the portfolio of courses that we offer to individuals and employers across the region. As part of our expansion, we have established a High Voltage training centre working in partnership with the Faraday Centre in Redcar.

**High quality teaching, learning and assessment are at the heart of the business and this post is focused on raising and maintaining standards in the classroom and the workshop whilst developing new and innovative training courses and qualifications to meet employer needs and future labour market demand.**

### **Why Work for HETA**

Our people are the business and we need to expand and develop our 'talent pool' in order to achieve our ambitions. HETA has a strong track record in developing people and providing a working environment that allows our staff to make a contribution and to be recognised and rewarded.

## **JOB PURPOSE**

To deliver and facilitate high and low voltage training programmes and assessments.

## **MAIN TASKS**

1. To assist the Centre Manager with the delivery of HV training, the learners, and staff in order to ensure successful completion of the relevant qualifications/frameworks/standards within the given timeframes and as per the quality standards of the different awarding bodies and regulatory compliance agencies.
2. To promote the highest possible standards in customer care, equal opportunities and health and safety practices for the benefit of learners and the wider community served by the Company.

## **JOB ACTIVITIES**

**The job will include deputising for, assisting and supporting the Centre Manager including but not limited to:**

Deliver electrical training and assessments across a range of high and low voltage courses using teaching methods and materials as appropriate. Short courses are delivered at HETA training facilities in Hull and on-site at clients' premises in the UK and some overseas delivery may be required by mutual agreement.

Undertake preparation and marking of candidates' assessment reports

Maintain and encourage effective communication with and between all candidates.

Provide candidates with feedback and guidance to support their learning and enhance their knowledge and progress.

Contribute to the design and development of new courses as appropriate

Establish and maintain a safe and effective learning environment.

Attend standardisation meetings at the Faraday Centre in Redcar to ensure quality and consistency of delivery is achieved.

Promote the agreed Company policies for Health, Safety & Environment, Equal Opportunities, etc. and any other policy the Company adopts for the welfare of employees, candidates and visitors, by carrying out appropriate procedures and practices.

To work closely with customer enquiries to ensure that their requirements are met, bespoke courses are designed as requested and quotations for delivery are given in timely manner, ensuring all procedures are followed correctly.

Any other duties commensurate with this post that the Chief Executive deems important and suitable for the Company and the post holder after appropriate consultation with the post holder.

**Responsible to:** Hull Centre Manager

**Responsible for:**

## **EMPLOYEE COMMITMENTS**

All individuals whether engaged as contract, permanent or temporary are required to:

- work corporately for the whole Company and to be a positive ambassador for learning and for the Company
- actively promote, action and work within the policies procedures regulations and codes of conduct of the Company
- Promote and safeguard the welfare of children and young persons and vulnerable adults you are responsible for or come into contact with.
- orientate their work towards the needs of our students, our customers and other colleagues
- Build a shared vision in the team, enables people to connect their job and the department's work as a whole to the Company mission, and engenders passion, pride and ownership amongst teams
- Celebrates successes, does not accept average performance, and actively manages poor performance
- Looks for solutions, makes decisions, accepts responsibility and takes ownership for them
- Actively builds co-operative working relationships
- Be analytical, creative and innovative – and prepared to try new things and learns from mistakes
- Demonstrate emotional intelligence (self and others' awareness) and flexibility of style to operate effectively
- Take responsibility for own learning and development
- Act in a cost-conscious way, demonstrating a business and commercially focused mind-set
- Comply with the Data Protection Act and Company procedures with regard to the handling and storage of information

The post holder may be required to undertake any additional reasonable duties in order to progress the needs of the organisation.

## PERSON SPECIFICATION

**Designation:** HV Electrical Instructor

Criteria	Essential or Desirable	Assessment Method		
		A	I	R
<b>Education and Qualifications</b>				
• Education to Level 4 (HNC) or above	E		✓	
• Recognised Technical qualifications	E		✓	
• Professional qualification in Electrical Engineering	E		✓	
• Assessor qualification	E	D	✓	
• Verifier qualification		D	✓	
<b>Experience</b>				
• Have relevant experience of operating and maintaining industrial high voltage systems	E		✓	
• Previous teaching/instructing experience or the desire and ability to work towards gaining a formal teaching qualification		D	✓	
• Clear understanding of Apprenticeship Framework/New Standard requirements		D	✓	
• Have high voltage switching authorisation experience				
• Knowledge and understanding of high voltage safety documentation				
• An understanding of high voltage safety lockout / tagout protocols				
• Knowledge and experience of low voltage systems				
• Communicate effectively with a range of candidates and staff at all levels in the Company				
<b>Abilities and Aptitudes</b>				
• Strong communication skills in all forms inc. written, oral, email, telephone, and presentations to groups and clients.	E		✓	✓
• Demonstrate an understanding and an ability to build relationships with learners, internal and external customers, employers and other key stakeholders	E		✓	✓
• Excellent time management skills - can prioritise workload, schedules and meeting deadlines	E		✓	✓
• Flexible approach to working hours and duties in order to meet deadlines and the ability to work to quality standards.	E			✓
A commitment to; 1. Excellence 2. Prioritising the needs of learners 3. Inclusivity and promotion of equality and diversity 4. Team working and the ability to influence others as part of the wider agenda 5. Securing continuous improvement	E		✓	✓
• To be a good communicator able to present to a wide range of audiences	E			✓
• Dynamic, responsive and positive approach to rapid change agenda	E			✓
• Excellent IT skills, proficient Microsoft Office user and an ability to learn about new platforms including relevant databases				
• The ability to continuously review and evaluate progress	E			✓
• Commitment and relentless drive for excellence for learners at all levels	E			✓
<b>Criteria</b>				
• To deliver training with energy, enthusiasm and tenacity to command respect and to provide an environment where learners feel valued and motivated	E			✓
• To be flexible and be able to take both a proactive and responsive approach to change	E			✓
• To promote equality of opportunity throughout all aspects of	E			✓

Company 'life', including employment and service delivery					
<b>Other</b>					
• Commitment to health & safety within the workplace	E			✓	
• Suitable to work with children and/or vulnerable adults	E			✓	
• Ability to work to quality standards.	E			✓	
• Satisfactory enhanced DBS check	E	<b>Pre-employment check</b>			

**Assessment Criteria: A = Application, I = Interview, T = Test, R = References**

## **CONDITIONS OF EMPLOYMENT**

<b>Designation:</b>	<b>HV Electrical Instructor</b>
<b>Basic Salary:</b>	Up to £33,000 plus business travel expenses and annual bonus as part of the performance related pay (PRP) scheme tbc
<b>Hours:</b>	38.75 hrs per week Monday to Friday Some evenings and occasional weekend working as required but subject to negotiation with the individual
<b>Leave:</b>	30 days plus bank holidays as per employee handbook.
<b>Pension:</b>	Entitled to enter the approved scheme after a qualifying period
<b>Probation:</b>	6 months
<b>Notice Period:</b>	one month
<b>Subject to:</b>	Two references of which one must be the current/last employer Disclosure and Barring check Asylum and Immigration Check
<b>Post Reference:</b>	
<b>Closing date:</b>	
<b>Interview date:</b>	