East Durham College

Job Description

Post Title: Land-Based Workshop Manager

Location: Houghall Campus

Responsible to: Curriculum Director

Attendance Requirements: Full Time, Full Year

Salary: Business Support Scale 6 Point 16 - £27,080

Main purpose:

The Workshop Manager is responsible for the efficient and safe operation of the Arboriculture and Land-Based Engineering workshops and associated spaces. This role ensures that practical learning environments are maintained to a high standard, that all equipment and resources are available and safe to use, and that staff and students work within current health and safety legislation and best practices.

**Main duties:**

**Workshop Operations:**

* Manage day-to-day operations of the Arboriculture and Land-Based Engineering workshops and associated areas.
* Ensure practical areas are well-organised, clean, and conducive to learning and assessment.
* Oversee the maintenance, servicing, and calibration of workshop equipment, tools, and machinery.
* Liaise with curriculum staff to support the delivery of practical lessons and assessments.
* Assist with the setup and dismantling of equipment for practical sessions and demonstrations.

**Health & Safety:**

* Act as the main point of contact for health and safety within the workshops.
* Ensure full compliance with Health and Safety legislation, college policies, and risk assessment procedures.
* Conduct and regularly review risk assessments for workshop activities and equipment use.
* Promote and enforce safe working practices among staff and students.
* Maintain COSHH, LOLAR & PUWER records, machinery logs, and safety checks, and ensure CPD is up to date to ensure records are in line with guidance.
* Act as Fire Warden for the workshop area.

**Resource Management:**

* Monitor and manage inventories of tools, PPE, and consumables.
* Raise orders and liaise with suppliers to ensure timely procurement of equipment and materials.
* Manage workshop budgets in consultation with curriculum director.
* Maintain records of equipment usage, inspections, repair & servicing.

**Team & Student Support:**

* Provide guidance and technical support to lecturing staff and students during practical sessions as required.
* Ensure that all learners use equipment safely and correctly in accordance with training and risk assessments.
* Support enrichment activities, competitions, and external visits as required.
* Supervise apprentices/work experience learners as required.

**Other Duties relevant to all EDC employees**

* Participate in the College Performance Appraisal Development Programme, agree an action plan and undertake the required training in order to update skills and meet the requirements of the College and Departmental Strategic Plan and Service Standards.
* Undertake any other duties, appropriate to the grade of the post, as required from time to time.
* Comply with College Policies and Procedures and the Staff Code of Conduct.
* To take appropriate responsibility for PREVENT and safeguarding and promotion of the welfare of children and/or vulnerable adults.
* To uphold British Values, the college values and responsibilities regarding equality and diversity.
* To understand and adhere to college Health and Safety polices and guidelines ensuring compliance with statutory legislation and taking a responsibility for your own and other’s health and safety.

| **Person Specification** |  | **Essential** | **Desirable** | **Method of assessment** |
| --- | --- | --- | --- | --- |
| 1. **Qualifications/ Training** | | | |  |
| 1.1 | Level 3 qualification (or higher) in Arboriculture, Horticulture, Land-Based Engineering, Engineering or a related field or previous experience in a similar role. | ü |  | Application form |
| 1.2 | GCSE level standard education or equivalent (maths & English) | ü |  | Application form |
| 1.3 | First Aid at Work qualification. (or willingness to undertake and maintain) |  | ü | Application form |
| 1.4 | Relevant Certificates of Technical Competence eg. Chainsaw maintenance and operation certifications, LOLAR, abrasive wheels (or willingness to work towards | ü |  | Application form |
| 1.5 | NPTC Assessors qualification |  | ü | Application form |
| 1. **Experience** | | | |  |
| 2.1 | Proven experience of maintaining high standards in a workshop or technical environment. | ü |  |  |
| 2.2 | Experience of writing and maintain accurate Health and Safety records. | ü |  |  |
| 2.3 | Experience working in an FE or training environment. |  | ü |  |
| 1. **Skills and Knowledge:** | | | | |
| 3.1 | Strong understanding of Health and Safety regulations (e.g., PUWER, COSHH, LOLER). | ü |  | Application Form / Interview |
| 3.2 | Experience maintaining land-based machinery (or similar) and tools. | ü |  | Application Form / Interview |
| 3.3 | Ability to maintain accurate records and inventories | ü |  | Application Form / Interview |
| 3.4 |  |  |  |  |
| 1. **Attributes / Other Requirements:** | | | |  |
| 4.1 | Reliability / Trust / Professionalism - Ability to carry out the role with professional integrity in line with EDC values and behaviours | ü |  | Interview |
| 4.2 | Communication - Ability to communicate clearly and effectively to all levels, both verbally and in writing. | ü |  | Interview |
| 4.3 | Working individually or as a team - Ability to work independently and as part of a team under minimal supervision. | ü |  | Application Form / Interview |
| 4.5 | Driving - Full UK Driving License and / or access to a vehicle (if applicable). | ü |  | Application Form |