

Job Description

Trainer/Consultant Marine Electro-Technology or Electrical Engineering

Job Purpose

1. To develop, prepare and deliver high quality education and training programmes in Electro-Technology at Humber Maritime College.
2. To provide student and industry support by creating an excellent and innovative learning environment and to assist the college in meeting its objectives in providing an outstanding learning experience.

Accountable to

Curriculum Manager – Maritime, Energy and Engineering Technicians

Principle Accountabilities

1. Prepare and deliver course material to a range of programmes for Merchant Navy Cadet programmes and short courses in Marine Engineering/ Marine Electro-Technology and simulation.
2. Carry out a range of teaching and learning functions in connection with classroom teaching, workshop training, use of simulators, tutorial work, assessment, distance and blended learning courses and cadet placements as required.
3. Ensure safe working practice for all learning activities.

Key Tasks

1. Develop Marine Electro-Technology units in subjects aligned to Marine Engineering cadetships across various levels to HNC/D level.
2. Develop and deliver Marine Electro-Technology short course materials for MCA and industry approval.
3. Carry out teaching, learning and assessment duties within the classroom, workshops and simulators in Marine Engineering up to and including FD, for MCA short courses and oral examinations, IAMI examinations and other industry needs as directed.

4. Support an inclusive environment that ensures all cadets reach their maximum potential.
5. Plan and deliver course content to meet industry needs.
6. Attend internal curriculum and quality meetings providing reports of progress against HMC plans.
7. Develop and deliver materials using the deck simulator facility at Humber Maritime College, including the full range of Navigation, DP, GMDSS and other courses.
8. Carry out assessments, examinations and other validation work as required to ensure academic rigour.
9. Support the creation of an innovative learning environment where students and their professional development are placed as a high priority. This will include involvement in blended, VR and distance learning innovations.

Special Features

1. Assistance with the provision of welfare support to students and administration of their learning. Undertake liaison activities with training providers, industry bodies, employers and with parents/guardians as appropriate. This will include participation in out of hours work and visits as required.
2. Participate in a range of marketing activities.
3. Undertake research and consultancy as required.
4. Work as a member of course teams and to take responsibility for the administration of specified courses or subject areas as required.
5. Participate in curriculum development activities including the identification of consumer requirements, planning, development and evaluation of courses and course material.
6. Maintain class registers and records and provide reports and statistics as required. Undertake student appraisal and classroom observations in accordance with College policy.
7. Contribute to extracurricular activities as required.
8. Participate in arrangements for examinations, including writing and marking papers and invigilation duties as appropriate.

Other Requirements

1. Undertake own professional development and staff development to update subject knowledge and to meet the changing needs of the facility.
2. Promote equal opportunities at all times and comply with the TEC Partnership's Codes of Conduct.

Variation in the role

This job description is for illustrative purposes only. It is expected that the employee will be flexible and in the acceptance of tasks and requirements, always in line with the policy of the Institute and Humber Maritime College. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive and may change from time to time following consultation with the member of staff.

Budget Responsibility

The post holder will not be a budget holder under the TEC Partnership's accounting systems but will be required to observe and comply with the financial regulations of the TEC Partnership.

Continuing Professional Development

1. The post holder will proactively take part in appropriate professional development in order to meet the needs of their role.
2. The post holder will be expected to attend training and continuous professional development events and be responsible for their own professional updating.

Health and Safety

1. The post holder will be required:
 - a. To take reasonable care to safeguard their own safety and that of others with whom they work;
 - b. To cooperate with designated officers named by the Governors and/or the Chief Executive and any other designated TEC Partnership manager to enable Humber Maritime College to comply with its obligations under Health and Safety legislation.

- c. Not to interfere with or to misuse anything provided in the interests of health and safety of welfare.
- d. To report immediately any defects in plant, equipment or the working environment.

Equality and Diversity

The TEC Partnership is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation for the TEC Partnership's Equal Opportunities Policy and procedures as appropriate.

Safeguarding Children and Vulnerable Adults

The TEC Partnership recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute Group activities and expects all staff to share this commitment.

Values

The TEC Partnership values are an essential part to achieving its core purpose and it is an expectation that these values are adopted in daily working:

- Our learners and customers are paramount;
- Strive to provide excellence in all we do;
- Working together, with mutual respect and support;
- Acting with integrity at all times.

TEC Partnership Policies and Procedures

All staff are required to comply with TEC Partnership Policies and Procedures and the Staff Code of Conduct which can be accessed via the Virtual Learning Environment.

NOTE:

The job description is current as at the date of the appointment. In discussion with your line manager your post description may be varied to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Signed: [Employee]

Date:

Signed:
Hugh Callaway
Managing Director
Humber Maritime College



06 September 2021

Trainer / Consultant Marine Engineering

PERSON SPECIFICATION

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Knowledge/Experience	
Essential	Desirable
<p>Level 2 Maths and English or equivalent</p> <p>Chief Engineer (unlimited) certificate of competency or a HND in Marine Engineering plus other marine industry experience (Electrical bias) or senior experience in shipyards and related disciplines or relevant experience (Industrial or Educational) in Electrical Engineering or degree in Electrical Engineering</p> <p>Fluent in English</p>	<p>Level 3 Award in Education and Training or equivalents</p> <p>Level 3 Certificate in Assessing Vocational Competence or The Level 3 Certificate in Assessing Vocational Achievement or equivalents</p> <p>Experience of ship simulator systems</p> <p>Served at sea as a senior engineering officer or in similar technical role ashore.</p> <p>Recent seagoing experience</p> <p>The development of teaching materials for academic and MCA approval.</p> <p>Experience in teaching and assessment of marine engineering or other relevant engineering courses in a shore based setting.</p> <p>Use of Engine Room simulators in a shore based setting.</p>

Skills	
Essential	Desirable
<p>Good administrative, communication and presentation skills.</p>	<p>Demonstrable skills in presentation and lecturing</p>

<p>Advanced IT skills and the ability to handle simulation in a teaching environment.</p> <p>Willingness to work to deadlines to achieve the required outcomes.</p> <p>Self-motivated</p> <p>Good interpersonal skills</p> <p>Suitable to work with young persons. (Checks will be made)</p> <p>Flexible approach to work</p> <p>Innovative and creative, willing to use modern teaching methodology</p>	
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Other	
Essential	Desirable
<p>Reasonable daily travelling distance to MODAL Training Centre in Immingham or willing to relocate.</p> <p>DBS check carried out on appointment.</p>	