

Job Description

JOB TITLE:	Engineering Assessor / University Facilitator
LOCATION:	Ford Engineering, Dunton
SALARY	£35K – £40K PA
DEPARTMENT:	Ford Engineering
RESPONSIBLE TO:	Ford Project Executive
MAIN PURPOSE OF JOB:	Level 4 Engineering Assessor/University contracting Facilitator
INTERNAL CONTACT WITH:	All staff members
EXTERNAL CONTACT WITH:	Learners, employers, Schools, colleges and Universities

Main duties and responsibilities

1. Manage delivery of the learning objectives of Ford Engineering Higher Apprenticeship Programme by delivering assessment to students at undergraduate level in Engineering Leadership (NVQ), through practical assignments and seminars. Set and mark coursework and exams, providing constructive feedback to students.
2. Direct assessment of students against the National Occupational standards using a variety of assessment methods.
3. Assessment and recording of evidence against the standards and feedback on assessment decisions.
4. Directly supervise students, providing advice on study skills and helping with learning problems. Identify the learning needs of students and define learning objectives.
5. Develop Engineering Leadership (NVQ) level 4 teaching materials, methods and approaches, in partnership with the University. Obtain and analyse feedback on own teaching design and delivery to facilitate this.
6. Contribute to the development of new teaching approaches and course proposals, and to the design of curricula which are academically excellent, coherent and intellectually challenging.
7. Continually update own knowledge and understanding of subject area, incorporating knowledge of advances into own teaching contributions.
8. Investigate innovative teaching, learning and assessment methods and techniques in the sector, and pedagogic research generally, bringing new insights to Ford Engineering Higher Apprenticeship curriculum.
9. Contribute to the efficient management and administration of the Higher Apprenticeship programme by performing University contract management duties as allocated.
10. Manage and coordinate all activities around student selection and recruitment, this will include liaising with the recruitment team, running assessment centres through to induction onto the programme
11. Oversee the delivery of the Higher Education element of the programme

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Internal & External Relationships: (Nature & purpose of relationships)

1. Reporting performance and metrics to the Ford Project Executive .
2. Manage the University/ HE element through to planning and delivery of metrics and contract management meetings.
3. Assessment, Teaching and administrative duties will be allocated within the context of the teaching programmes agreed by the teaching and learning Engineering team.
4. Liaise with the Quality team to organise OTL and verification
5. Present performance metrics at Ford Meetings.
6. Participate in careers and marketing events which promotes the Ford brand in a positive nature.

RESOURCES FOR WHICH THE JOB HOLDER IS ACCOUNTABLE:

- People: Apprentices
- Expenditure: Expenses and travel
- Laptop
- iPad
- Company Mobile

WORKING RELATIONSHIPS:

- Employer
- Apprentices
- University
- Parents
- Senior management and work colleagues
- External/Internal Verifiers

SUPPLIERS:

- Awarding Bodies
- Sector Skills Council
- University

PERSON SPECIFICATION:

Core competencies

Customer focus

To understand customer views, needs and objectives.

Able to develop training needs of higher apprentices to meet NVQ 4 criteria requirements.

The ability to match NVQ 4 criteria needs to the function/ deliverable's of different engineering activities.

Performance and results

Experience in the delivery of NVQ3/4 requirements of an apprenticeship framework

To ensure consistency of NVQ 4 assessment processes and co-ordination of on-the-job and off-the-job training.

Provide information to managers and external bodies as required.

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Teamwork

To contribute and work as part of a team, interfacing with higher apprentices, engineers and managers.

The ability to review the individual's learner's status versus plan and provide support / advice and direction if required

Effective communications and impact

An ability to demonstrate excellent communication skills and the ability to engage with a wide range of staff

To be able to communicate at all levels, with a high level of training ability and presentation skills.

Lead meetings at department and group level to provide a program status

Continuous improvement and management of change

To use learning, best practice and past experience to the benefit of all our activities.

The ability to review the programs performance versus objectives, develop and agree corrective plans if required

To update professional and academic knowledge.

Sector Experience

Detailed understanding and knowledge of :

Knowledge of Powertrain engineering techniques for both Petrol and Diesel Engines.

Knowledge of Vehicle and component level testing processes and techniques

An understanding of the Ford Development processes, for engines development, vehicle/ component testing and evaluation. (ie CAD/Project Management)

A high level of design/ development experience in Vehicle and Powertrain development.

An understanding of HE Engineering curriculums, their development and lecturing techniques.

ESSENTIAL QUALIFICATIONS/ EXPERIENCE:

PhD/postgraduate degree or equivalent professional qualifications and experience in Mechanical or Electrical Engineering

A Levels Grades B and above in English, Maths and Science or equivalent.

Post Graduate Certificate in Education (PGCE)

High level of Vehicle / Powertrain experience/ competence

D32/D33/A1/TAQA

D34/V1 Advantageous

Customer Service L2/3

Management experience

Full clean driving Licence

"In addition, the post holder will:

- Actively promote Equality and Diversity in accordance with our policy to ensure employer and learner compliance and to ensure that no individual is discriminated against.
- Actively support, at all times, company policy and best practice in the area of security, with particular emphasis on protection of customer sensitive information
- Promote a safe working environment in accordance with current legislation

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