**JOB DESCRIPTION**

**Post:** Resource Assistant (Virtual Learning Environment)

**Responsible to:** Head of Maritime Operations

**Rewards package:** Scale 3, Access to Local Government Pension Scheme and 30 Days Annual Leave plus 8 bank holidays

**Key responsibility:** To be responsible for the maintenance, and effective operation of equipment and resources within Maritime Operations. To provide support for lecturers, specialist practitioners and students with Canvas VLE resources.

**Principal Duties:**

1. Ensure maintenance and working order of equipment and resources in Maritime Operations of B&FC such as the learning environment, learning resources, work rooms, Control Lab, HV Lab, Engineering Lab.
2. Effective use of College’s e-procurement system and run regular reports to maintain clarity of expenditure through timely purchase requisitions, Goods Received Notes (GRN), closing out orders etc.
3. To assist Lead Learning Technologist in the development and delivery of digital learning projects and materials, working alongside LRC Advisers.
4. To work alongside academic and corporate staff in the design and development of digital content and effective online course areas.
5. Effective operation of stock system.
6. To develop and contribute learning, training and informative materials for staff and students.
7. To develop and/or adapt existing materials for the electronic delivery of educational programmes.
8. Administration duties necessary for the efficient running of the Curriculum Area.
9. Producing and adhering to maintenance schedules to ensure an efficient and safe learning environment.
10. Provide support to students in practical workshops/classrooms under guidance and instruction from lecturers.
11. To train Fleetwood staff in developing appropriate digital skills to improve the learning experience, in line with the Digital Learning Strategy.
12. Maintain an awareness of Health and Safety at all times and assist with ensuring that students are aware of safe practices and procedures.
13. Responsible for the installation, maintenance and dismantling of training and assessment rigs and equipment.
14. Work unsupervised and use initiative to provide a secure, clean and quality learning environment.

**Standard Responsibilities for all positions in B&FC:**

1. To fully adhere to B&FC policies and procedures at all times
2. To display the B&FC values at all times and positively promote them
3. To take responsibility for the promotion of the health, safety, wellbeing and mental wealth of self and others
4. To actively support B&FC commitments on safeguarding and promoting the welfare of children, young people and vulnerable adults
5. To pursue the achievement and integration of equality, diversity and inclusion, through widening participation in all B&FC activities
6. To actively support, and appropriately engage with the ‘One College’ ethos to promote positive student behaviour across B&FC
7. To be proactive in identifying and pursing opportunities that are appropriate to maintaining your own professional development, and to positively engage in the B&FC performance review scheme and all relevant training
8. To maintain the confidentiality and security of information and data at all times
9. Undertake any other tasks and responsibilities appropriate to the level of this post

This job description is current at the date shown and may be amended after consultation and agreement between management and the post holder.

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| **Person Specification** | | | |
| **Personal attributes required based on Job Description** | | **Essential (E)**  **Or Desirable (D)** |
|  | **Qualifications** |  |
| 1 | Level 3 qualification in any Information Technology decipline or above | **E** |
| 2 | Level 2 in English and Maths at grade C/4 or above or willingness to undertake within 1 year of appointment | **E** |
|  | **Experience** |  |
| 1 | Work experience as coordinator of supply and support in education sector | **D** |
| 2 | Experience working in Further Education or Higher education | **D** |
|  | **Knowledge, Skills and Abilities** |  |
| 1 | Ability to provide effective and efficient support to staff and students | **E** |
| 2 | Knowledge and evidence of Digital Fluency including possession of Microsoft Innovative Educator Certification or willingness to obtain within three months of appointment | **D** |
|  | **Behaviours** |  |
| 1 | Demonstrable commitment to **delivering results** through taking responsibility for meeting objectives through communicating with impact, adopting a customer-centric focus and consistently measuring and improving | **E** |
| 2. | Successfully and actively **work together** engaging with colleagues across B&FC effectively and inclusively to achieve positive outcomes | **E** |
| 3. | To show commitment to a **future-focused** approach, actively contributing to the future success of B&FC through making effective decisions, demonstrating a commitment to B&FC values, vision, operational and strategical direction and a willingness to adapt to change | **E** |
|  | **Further Requirements** |  |
| 1 | To hold a full UK driving licence and access to a vehicle or equivalent mobility for business purposes (with the ability to maintain appropriate level of business insurance for car users) | **E** |
| 2 | Willingness to gain the certification to drive College’s mini bus to support Maritime Operations Team within the first 6 months of eployment | **E** |