



Candidate Briefing

**Lecturer in Electrical and
Electronic Engineering**

(Ref:2019/031A)



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About this Candidate Brief

This Candidate Brief provides you with important information about the College, our needs, the post, the process that will be used and how to apply.

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About Belfast Met

Belfast Met is the largest Further and Higher Education College in Northern Ireland and one of only 30 to join the influential 157 Group – a consortium of the UK's leading FE Colleges and a member of the global community college association RC2020. Founded in 1906, as the Belfast Municipal Technical Institute, we have been making a contribution to the economic and enterprise development of the City for over 100 years.

Belfast Met is the largest and longest established further and higher education college in Northern Ireland. We offer a broad range of innovative, high quality, economically relevant provision.

Our modern, award-winning estate spans the length and breadth of the city of Belfast and comprises four main campuses – Titanic Quarter, Millfield, Springvale and Castlereagh – as well as a range of smaller outreach centres, including the new community hub at Girdwood.

We attract over 37,000 enrolments per year and continually adapt and develop our curriculum to keep pace with shifting economic and skills demands. In addition to equipping the city of Belfast and beyond with the skills for work, we are also a £60 million business in our own right. We provide employment to over 1,000 people and procure around £7 million of goods and services per year.

Our Mission

The College's mission statement is:

"To make a fundamental impact on the economic and social success of the city of Belfast and beyond by equipping its people, employers and communities with the skills for work."

Our Values

Collaboration

Forging strong and creative partnerships based on shared goals and mutual respect, striving to bring out the best performance and delivering clear and tangible outcomes.

Ambition

Determined to accomplish great things for our learners, our College, our business and industry partners, the communities we serve, and the city of Belfast and beyond.

Respect

Valuing everyone's contribution, acting with courtesy and consideration, providing help and support when needed and always behaving in an honest, transparent and fair manner.

Excellence

Making excellence part of our day-to-day working lives, seeking continuous quality improvement and setting and achieving the highest possible standards for individuals and the College.

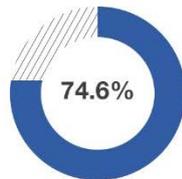
In Numbers

- **£60 million annual turnover**
- **500 employers and 100 community organisations**
- **20,000 learners**
- **37,000 annual enrolments**
- **£7 million of goods & services**
- **£40 million into the economy in salaries and wages**

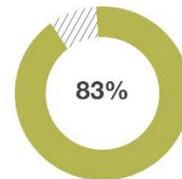
Key Achievements

Highlights over the period of our last Corporate Plan 2013-16 included:

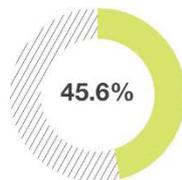
1. Raising our success rate in all substantive qualifications to 74.6% from 72%.



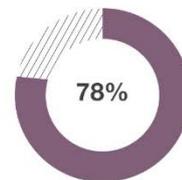
5. Ensuring that 83% of stakeholders now confirm they have a favourable opinion of the College.



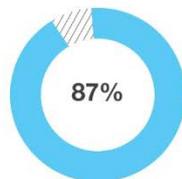
2. Increasing the proportion of learners in employment six months after completing their qualification at Belfast Met by 5%, from 40.6% to 45.6%.



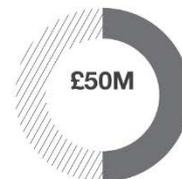
6. Increasing the number of staff who are proud to work for Belfast Met from 69% to 78%.



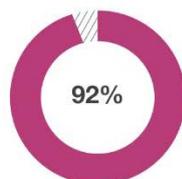
3. Improving our provision of a safe, secure, supportive learning environment by 4%, from 83% to 87%.



7. Securing more than £50 million in non-FLU (Funded Learning Unit) income.



4. Growing the number of learners recommending Belfast Met to others from 90% to 92%.



8. Obtaining in excess of 70 Skills Awards and student and staff achievements.



Organisational Structure

The College’s goal is to be an excellent organisation and a great place to work for all its people. A core part of this is what we as a College offer to our employees.



School of Science, Engineering and Construction

The recently published skills barometer report showed that the largest supply gaps are forecasted within STEM related subject areas. From healthcare to engineering; building services to applied sciences; computer drawing packages to the built environment – the STEM offering within Belfast Metropolitan College covers a diverse range of courses to suit students at all levels.

The School of Science, Engineering and Construction currently has over 100 lecturers delivering this diverse curriculum across multiple sites to almost 3000 students on Training programmes, Further and Higher Education and is currently benefitting from significant capital investment to better meet the needs of our learners in line with the NI Economic Strategy.

This ongoing investment requires the appointment of a full-time permanent Lecturer in Electrical & Electronic Engineering to deliver and develop our current curriculum to meet the requirements laid down by the Department for the Economy, other stakeholders and the objectives laid down in the College Development Plan.

Our Requirements

The College is currently seeking applications for the following role:

Lecturer in Electrical & Electronic Engineering

Ref: 2019/031A

Job Description

ROLE:	Lecturer in Electrical & Electronic Engineering
DURATION:	Permanent
LOCATION:	The successful applicant may be required to work in any of the Colleges buildings, as necessary.
SALARY/GRADE:	<p>Lecturer Salary Scale points 1-5 - £22,609 (point 1 – minimum point), £25,996 (point 2), £28,174 (point 3), £30,515 (point 4), £32,778 (point 5, maximum point)</p> <p>Placement on the salary scale at appointment is to the minimum point, with incremental credit awarded for holders of an approved university degree with honours at 2:1 level, or higher (1 increment), and holders of a teaching qualification recognised for teaching in the Northern Ireland Further Education (FE) sector (1 increment). No further incremental credit is given at appointment. Progression to the salary maximum is by way of annual increments.</p> <p>Option to join the Northern Ireland Teacher’s Pension Scheme which, in addition to your contribution, offer an Employer Contribution rate which is currently 17.7% of your salary.</p>
TERMS & CONDITIONS:	Academic Contract
RESPONSIBLE TO:	The Head of Department through the relevant Curriculum Area Manager.

MAIN DUTIES & RESPONSIBILITIES

- To perform core teaching duties as follows:
 - Produce schemes of work and lessons plans
 - Teach on a range of courses;
 - Setting and grading assignment work;
 - Maintenance of student records, class registers and preparation of reports;
 - Monitoring resources and their use;
 - Liaising with external examiners, moderators and verifiers;
 - Compliance with student disciplinary procedures.
- Attend meetings on matters relating to students, course co-ordination, management, assessment and development;
- Liaise with relevant industry groups and employers in relation to vocational training and placement (if necessary);
- Participate in the marketing of and recruitment to courses within the subject/programme area, including the interviewing of students, attendance at parents’ evenings, prize-giving, open days, awards ceremonies and other similar departmental/college events;
- Act as a course manager/ coordinator when required;

- Undertake assessor and verifier duties;
- Act as a class tutor to a group of students when required;
- Contribute to the review and evaluation of the relevant curriculum provision;
- Contribute to the development of the College's quality procedures and participate in continuous professional development relating to the subject/programme area;
- Participate in staff training to develop and update personal and teaching skills, to include new technologies;
- Provide general advice on Health, Safety and maintenance matters relating to equipment and accommodation within the subject/programme area;
- Adhere to the College Health and Safety policies and procedures;
- Comply with, and actively promote College policies and procedures on all aspects of equality;
- To implement and embed the College's equality and diversity policies and respond to its equality and diversity duties as they relate to all stakeholders.
- Act, if directed as fire marshal or warden
- Carry out, if directed, the role of first aider
- Carry out any other duties assigned by the Head of School / Curriculum Area Manager.

- **Further Education is an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.**
- **Note: No job description can cover every issue that may arise within this post at various times and the post holder is expected to carry out other duties which are broadly consistent with those contained in this document. The job description will be reviewed and varied periodically by Management in the light of the business needs of the College.**

The post is a Previously Controlled Activity Position as defined by the Safeguarding Vulnerable Groups NI Order 2007.

Belfast Metropolitan College is a child-care organisation and complies with the requirements of the Protection of Children and Vulnerable Adults Regulations

SOC 2 – FEBRUARY 2019

Personnel Specification

Essential Criteria

Qualifications & Experience	<ul style="list-style-type: none"> • Unless already recognised by the Department for Employment and Learning for teaching in Further Education and currently employed in a Further Education College in Northern Ireland as a Full Time or Associate Lecturer, applicants must hold GCSE English Language (Grades A-C) OR Essential skills level 2 or higher in Communication, or equivalent AND GCSE Mathematics (Grades A-C) OR Essential Skills Level 2 or higher in Application of Number, OR NICATS Access Maths Modules • EITHER Hold, or be in the process of completing, a teaching qualification recognised by the Department for Employment and Learning for teaching in further education, OR give a commitment that you will undertake the Post Graduate Certificate in Education (Further Education) in line with the requirements of the Contract for Lecturers • Hold a minimum of a Level 5 qualification in an electrical, engineering or a construction related discipline • Have completed an electrical installation apprenticeship programme to NVQ Level 3 OR have completed a full NVQ Level 3 or equivalent apprenticeship in Electronic Security and Emergency Systems. • Either hold or be in the process of completing a recognised assessor qualification (e.g. D32/33, A1/A2 Assessors, TAQA Award or equivalent) OR give a commitment that you will undertake a recognised assessor qualification within one year • A minimum of 3 years relevant post apprenticeship experience in commercial and industrial sectors.
Knowledge	<ul style="list-style-type: none"> • A comprehensive knowledge of up to date technologies & processes within the Electrical industry and/or Fire and Security industry.
Competencies	<p>The competencies required for effective performance in the post are:</p> <ul style="list-style-type: none"> • Specialist Knowledge • Planning, Prioritising and Organising • ICT Literacy • Team Working • Relationship Management • Communication & Personal Impact

Benefits of Working at Belfast Met

The College's goal is to be an excellent organisation and a great place to work for all its people. A core part of this is what we as a College offer to our employees.

Staff are key to the continued success of the College, and we want to make sure they are rewarded accordingly. There are a number of benefits available to staff at Belfast Met than just purely the financial rewards but this an important part. Benefits available to our employees include:

HOLIDAYS



Belfast Met offer a generous holiday allowance to academic staff. The leave year for academic staff runs from 1 September to 31 August of the following year. A Full-time Lecturer is entitled to 49 days' annual leave Part time staff are entitled to holidays on a pro-rata basis.

PENSIONS RELATED BENEFITS



Staff may join the **Northern Ireland Teachers' Pension Scheme (NITPS)**. This is a contributory scheme administered by the Teachers' Pensions Branch on behalf of the Department of Education

The scheme not only provides you with a regular income after you retire but can also provide a lump sum. It also gives financial protection to your family or other dependants after you die and enhanced benefits for early retirement on ill-health or redundancy.

FAMILY RELATED BENEFITS



Benenden Healthcare is a UK-based mutual not-for-profit friendly society run for members, providing healthcare for those who work, or have worked, in the UK public sector.

The scheme is open to all staff. All members pay the same flat rate per week, regardless of their circumstances.

The services you will receive from the moment you join include a UK-based GP advice line, stress counselling helpline, independent care advice service, and discounts on health screening.

OTHER BENEFITS



Other benefits include:

- Occupational Maternity / Paternity / Adoption Leave
- Carers Leave
- Flexible working
- Training and Development
- Cycle to work Scheme.

General Information for Candidates

Application Process

Candidates wishing to apply for this role must do so by using the designated online application form. Applications will only be accepted online and not in any other format. Please note CVs are not accepted.

Any candidate who requires the application form in an alternative format due to a disability should contact HR by email to HRD@belfastmet.ac.uk or by telephoning 02890 265370 for further information.

Candidates are required to fully demonstrate on their application form how they meet the essential criteria for the role they wish to apply in the 'Essential Criteria' section of the application form. Failure to do so will mean that the panel will be unable to shortlist you for interview. The College recommends that candidates should read the *Candidate Guidance – How to complete your Application Form* document to fully understand the information that is required from you.

It is the responsibility of all candidates to ensure that completed application forms are received by the HR Department by the closing date and time specified. Candidates should note that the system will close live jobs at the stroke of 12.00 noon. Late applications received by the College after the specified date and time will not be considered in this process. The closing time and date for applications is **not later than 12.00 noon on Wednesday, 20 February 2019.**

Please note: If you have previously applied for this post within the last 6 months and were not successful after interview and/or assessment you will not be eligible to re-apply for the same post.

Further information and advice on how to complete your application form is contained in the next section.

Key Dates

Closing date

- 12:00noon, Wednesday 20 February 2019

Shortlisting date

- Monday, 25 February 2019

Interview / Assessment date(s)

- Tuesday, 19 March 2019

Shortlisting Process

All completed applications will be assessed by a selection panel against the selection criteria relevant for the role.

Please note that the selection panel can only shortlist based on the information candidates provide on the application form and cannot make any assumptions based on any prior or personal knowledge.

The provisional date for panel shortlisting is **Monday, 25 February 2019**. All candidates will be notified as to the outcome of the shortlisting process.

In the event of an excessive number of applications, the College reserves the right to enhance the shortlisting criteria.

Selection Process

Should a shortlisted candidate still wish to progress, they must attend an interview and/or assessment to fully demonstrate how they meet the criteria for the role. The interview will be by competency based assessment. The selection process may also comprise of other assessment methods depending on the role.

Assessments may consist of a range of techniques. These could be group exercises, simulated exercise, role-play, presentation, psychometric testing, written or computer based exercises.

Details of the assessment will not typically be provided to candidates in advance unless the assessment requires advance preparation e.g. seen presentation topic.

Provisional Assessment & Interview Dates

Regrettably, we will be unable to reschedule interviews for candidates and if a candidate does not attend for interview, we will then assume that they have withdrawn from the process.

It is anticipated that assessment and interviews will be held as follows:

- **Tuesday, 19 March 2019**

Please note, this/these date(s) may be subject to change dependent on panel availability.

Candidates should note that the College does not reimburse costs incurred by them travelling for interview and assessment.

Engagement Process

To be appointed to the College, all candidates that pass the assessment process will be required to go through an AccessNI Enhanced Disclosure Criminal Record Check of which a fee of £33, payable by the candidate. See AccessNI's web site for further information www.accessni.gov.uk

Successful candidates will also be required to complete the following activities:

- Satisfactory completion of a confidential medical pre-placement questionnaire and, if necessary, an examination by an occupational health advisor/physician; Receipt of documentary evidence of qualifications (if applicable);

- Receipt of satisfactory references (see application form), and any gaps in your employment history being satisfactorily explained;
- Presentation of documentation relating to eligibility for employment in the UK;
- Any other requirements which the College deems necessary.

All these checks require to be completed in advance of any engagement for work. Upon satisfactory completion of all of the elements outlined above, candidates be contacted to arrange a date of commencement.

Reserve List

Where a candidate is successful in the selection process but no vacancy exists, they may be placed on a Reserve List. Their placement on the Reserve List will be based on their rank order from interview/assessment. Candidates will remain on the Reserve List typically for a period of six-twelve months (dependent on role) from their date of interview.

Feedback to Candidates

Belfast Met is committed to learning and skills development. This ethos permeates through the organisation. In recognition of the Colleges commitments to its learning and skills strategy, unsuccessful applicants will be offered feedback at every stage of the recruitment cycle.

All feedback requests must be made in writing (emails accepted) and will be managed by the HR department only. Feedback will be offered at both shortlisting and interview stage.

All shortlisting will be carried out on the basis of the selection criteria as laid out in the person specification for each role. If shortlisting occurs, candidates will be provided with written feedback only. Applicants who have not been successful at interview and/or assessment stages will be offered verbal feedback only.

Feedback requests must be made within 5 working days of the decision being communicated. Any requests made outside this time will not be considered. Please note, the delivery of feedback will be dependent on panel availability.

Belfast Met Competency Framework



Lead

Relationship Management/ Building

Ability to gain the trust and co-operation of, and build effective working relationships with a wide range of people. Ability to use appropriate interpersonal style with all stakeholders.

Communication & Personal Impact

Has the ability to structure and pitch all communications at an appropriate and relevant level to meet the needs of a range of audiences. Present ideas persuasively and takes opportunity to reinforce important message.

Must be able to write clearly, unambiguously and logically using appropriate style and language.

Manages a range of difficult situations, confronts problems and remains resilient to set backs. Accepts total responsibility for own area of work and makes strong positive impressions based on knowledge skills and abilities.

Deliver

Specialist Knowledge

Understands specialist / technical aspects of work and continually maintains technical knowledge. Applies and improves extensive or in-depth knowledge, skills and judgement to accomplish a result or to serve one's customers.

Planning, Prioritising and Organising

Anticipates the work required to implement the business/ departmental plans. Determines workloads and resources required for implementation. Schedules activities and resources to ensure projects and operational plans are implemented and sees work through to its successful conclusion.

ICT Literacy

Demonstrates that they are fully conversant with the relevant identified software application to the function or role.

Team Working

Support a positive team environment where team members cooperate/ participate/ respect each other to achieve desired results.