

## Role Profile

Role Details			
<b>Role Title</b>	<b>Trainee Electrical Instructor</b>	<b>Section</b>	<b>Electrical Section</b>
<b>Division</b>	<b>Training</b>	<b>Report To</b>	<b>Apprentice Training Manager</b>
<b>Grade</b>	<b>SCP 27-30</b>	<b>Date Completed</b>	<b>11 November 2024</b>
Company Overview			
<p>Now one of Scotland's largest construction companies, we provide a range of repairs and maintenance, manufacturing, construction, and refurbishment activities across the public, private and third sectors.</p> <p>As well as providing the largest construction craft apprenticeship programme in Scotland, we also operate Royal Strathclyde Blindcraft Industries (RSBi), one of the largest supported manufacturing businesses in Europe. RSBi employs over 250 people, more than 50% of whom have a disability.</p> <p>Our unique social ethos of building a sustainable future underpins our drive to deliver excellence across a wide range of high-quality construction and manufacturing operations. These include Repairs and Maintenance, Design and Build Construction projects, New House Building, major investment and refurbishment, manufacturing and specialist services including district heating, solar thermal and solar PV installations.</p> <p><b><u>Our Values</u></b></p> <p>Community – To build more sustainable communities through social, economic and community engagement.</p> <p>Trust – To be trusted by our employees, clients, and partners.</p> <p>Ambition – To do more for our client and partners and provide more opportunities for our employees.</p> <p>Honesty – To promote at all times in our communication.</p> <p>Excellence – To deliver quality in everything we do.</p> <p><b><u>Our Mission Statement</u></b></p> <p>'<b><u>Building a Sustainable Future</u></b>'. To contribute excellence in construction, repairs, maintenance, manufacturing and training to our customers, our employees, partners, suppliers, and the local communities in which we work.</p> <p><b><u>Benefits</u></b></p> <p>As part of City Building, we offer sector-leading benefits package, the successful candidate will receive the following:</p> <ul style="list-style-type: none"> <li>– A rewarding career with a competitive salary.</li> <li>– Access to contributory pension scheme – Strathclyde Pension Fund.</li> <li>– Excellent annual leave entitlement</li> <li>– Enhanced maternity, paternity, and adoption/shared parental leave.</li> <li>– Access to excellent health and wellbeing initiatives.</li> <li>– Access to a discounted gym membership.</li> <li>– Facility to make payments directly from your salary.</li> <li>– Workplace parking and more.</li> </ul>			
Role Summary			

The Trainee Electrical Instructor will play a key part in the development and mentoring of our young workforce eventually, including the wider City Building personnel.

You will learn the role through job shadowing and professional development courses, with Continual Professional Development (CPD) a requirement to ensure your knowledge and skills remain relevant to meet industry standards. Therefore, it is essential that you have a desire for learning.

As you progress in the role, you will add value to the business and be given specific responsibility for the design and delivery of training of accredited training programmes, under the supervision of your line manager.

You will work with the wider training team, delivering bespoke courses, attending events, and working with various customers. You will participate in team meetings to discuss apprentice/course progress as well as standardisation meetings to ensure compliance with external accreditation bodies.

You will be a qualified Electrician and must be able to demonstrate a sound knowledge of the trade, have significant industrial experience and relevant qualifications. You will be fully conversant with up-to-date developments within the industry and will bring an innovative approach to new developments.

An enthusiasm for working with young people and the ability to pass on your skills and knowledge is required. You will have excellent interpersonal and communication skills.

You must be capable of delivering the Electrical SCQF Level 7 and other training courses in a style that will encourage independent learning beyond the scope of the course. You must show leadership skills to young people in your everyday conduct, timekeeping, and attitude.

You must promote good practice within the training you deliver with an emphasis on health and safety.

You will be required to complete the following courses and tasks to move up the pay scale within traineeship:

- L&D 9 Assessor units within 1<sup>st</sup> 18 months
- L&D 11 Verifier units within 24 months
- Poses or Complete relevant H&S qualification
- Successfully deliver elements or units of the SVQ within the first 6 months
- Deliver training to LLP operations within the first 2 years.

*At the date of preparation this role profile provides a comprehensive overview of the Trainee Electrical Instructor role. It is not an exhaustive list of all possible duties, and it is recognised that this role may evolve over time. Consequently, this is not a contractual document, and the post holder will be required to perform any other duties to the equivalent level that are necessary to fulfil the purpose of the job.*

### **Role Outputs**

<b>Role Output:</b>	<b>Includes the Requirement to:</b>
Achievement of agreed targets of Traineeship	<ul style="list-style-type: none"> <li>– To achieve mandatory courses and tasks throughout Traineeship within the agreed timescales.</li> </ul>
Provide leadership and support to Apprentice trade groups	<ul style="list-style-type: none"> <li>– Lead by example</li> <li>– Instruct and guide apprentices throughout their apprenticeship.</li> </ul>
Monitoring and Feedback	<ul style="list-style-type: none"> <li>– Monitor apprentices progress, identifying areas where further assistance is required.</li> <li>– Carry out progress report for relevant apprentices.</li> <li>– Provide constructive feedback to apprentice on their work, enabling them to improve their understanding and skills.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>– Carry out work in accordance with the Health and Safety at Work</li> </ul>

	<p>Act 1974</p> <ul style="list-style-type: none"> <li>- Ensure that all Health &amp; Safety requirements are adhered.</li> <li>- Wear allocated PPE as required.</li> <li>- Report all Incidents and Accidents at the earliest opportunity.</li> </ul>
Compliance with professional, regulatory, statutory, and corporate requirements	<ul style="list-style-type: none"> <li>- Comply with and implement all City Building Policies and Procedures.</li> <li>- Act ethically and with integrity.</li> <li>- Comply with HASAWA 1974</li> <li>- Comply with Electrical regulations.</li> <li>- Comply with building standards.</li> </ul>
General	<ul style="list-style-type: none"> <li>- Attend all Training, Meetings, and Toolbox Talks assigned to your role.</li> <li>- Complete all compulsory GOLD and Safety Media training for your role.</li> <li>- Establish, develop, and maintain effective working relationships with all work colleagues.</li> </ul>

### **Key Behaviours and Competencies**

**Our Trainee Electrical Instructor will demonstrate the following behaviours and competencies:**

<b>Behaviours and Competencies:</b>	<b>Includes the Requirement to:</b>
Technical Competence	<ul style="list-style-type: none"> <li>- Demonstrate a strong understanding of electrical principles.</li> <li>- Hands-on expertise to be capable of guiding apprentices throughout their apprenticeship.</li> <li>- Sound knowledge of electrical codes, industry standards, new technologies and safety protocols to ensure the information taught is relevant and accurate.</li> </ul>
Safety Consciousness	<ul style="list-style-type: none"> <li>- Adherence to safety protocols, always emphasis and adhere to safety standards within all areas of the training. Understand and teach the importance of safe work practices when working with electrical equipment.</li> <li>- Ensure the use of appropriate PPE to apprentices.</li> </ul>
Compassionate and Approachable	<ul style="list-style-type: none"> <li>- You should be a person; people want to come too.</li> <li>- Learners come with their own life experiences that can be traumatic and leave lasting effects. You should be compassionate to their needs.</li> <li>- You should be patient and supportive, understanding that apprentices may struggle with new concepts or tasks and offer patient non-judgmental support to help them succeed.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>- You should be a role model to your learners.</li> <li>- You should demonstrate professionalism, integrity, and respect, setting a positive example for apprentices in terms of work ethic, attitude, and ethical behaviours in the workplace.</li> <li>- Understand and respect the diverse backgrounds and learning need of apprentice creating an inclusive environment where all students feel valued and respected.</li> </ul>
Instructional and Communication Skills	<ul style="list-style-type: none"> <li>- You should be able to deliver a subject in various ways that enhance the learners experience, and you should be able to talk to various levels of personnel.</li> </ul>

	<ul style="list-style-type: none"> <li>– Provide clear explanation of complex concepts, you should be able to break down complicated electrical concepts into understandable components, adapting language to suit the apprentice’s level of understanding.</li> </ul>
Trust and Confidentiality	<ul style="list-style-type: none"> <li>– You should be a trustworthy person as you will be dealing with in the main, young people, have a budget and scrutiny from awarding bodies.</li> <li>– You must ensure that any sensitive information is handled confidentially and responsibly.</li> <li>– You should foster a positive learning environment by developing trust and building strong relationships with apprentices, allowing them to feel comfortable asking questions and seeking help.</li> </ul>
Continuous Improvement and Professional Development	<ul style="list-style-type: none"> <li>– You should be open to feedback enabling you to improve teaching practices and refine instructional methods.</li> <li>– You should work collaboratively with other instructors and training staff to share knowledge, resources, and best practice.</li> </ul>

**Person Specification**

**Essential:**

- You must be a team player and wants to continuously improve the services provision of the college.
- You must be able to adapt from constructive criticism from the management team on your performance through the appraisal system.
- You must have excellent problem-solving abilities as you will have an autonomy to manage your section.

**Desirable:**

- Experience of working with young people.
- Carrying out progress reports and giving constructive criticism.

**Requirements**

*Qualifications/Licence/Certification/Experience level...*

- SCQF Level/SVQ 3 Electrical Installations
- 18<sup>th</sup> Edition
- ECS
- Full Driving Licence

**Interdependencies**

- Training College Manager
- Apprentice Training Manager
- Senior Electrical Instructor
- Senior/Apprentice Training Officer
- Electrical Apprentices
- Support Services
- All Sections within City Building involved directly or indirectly in the provision of the Apprenticeship Training Program

## **Conditions**

Your normal place of work will be 350 Darnick Street, Glasgow G21 4BA, but City Building has the discretion to place you in any establishment within their control.

Your contracted hours of work will be 36 hours per week to be worked to suit the needs of the business.

You will operate at all times within the framework of the LLP terms and conditions and with due regard to all Health and Safety and welfare legislation.