

**ROLE TITLE: NFPC-Training Engineer (Integrated Systems Engineering)**

**SALARY: £35,022 with a progression route to Systems Training Engineer based on Annual Performance Review by Director**

**LOCATION: National Fluid Power Centre**

**RESPONSIBLE TO: John R Savage, Director National Fluid Power Centre Ltd**

**Operational from (Date to be agreed)**

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**Our Vision and Values**

You will work with us on achieving our organisational vision of 'We will become one of the UK's leading Further Education College's, delivering outstanding technical and professional education and training, helping businesses succeed and grow, and transforming the lives of our students and our communities'.

You will embed and live our values in all that you do:

- Respect
  - Valuing each other and the ways in which we work together
- Support
  - Creating an environment which is caring and safe
- Inclusion
  - Valuing and creating individuality and the chance for each to reach their full potential
- Excellence
  - Being positive and creative, and striving to be the best that we can be
- Partnership
  - Working with employers and partners to meet the needs of our students and our community

**Role Focus/Requirements:**

The NFPC in partnership with the RNN Group is looking to further increase its team of "Training Engineers". This new post will be part of the business development at the Centre as it advances further in the world of Motion Control and Automation Associated with Fluid Power Systems involving Hydraulics, Pneumatics and Electronic Control (Integrated Systems Engineering).

Performance reviews will take place on an annual basis and progression to that of a Systems Training Engineer will be a future expectation as technology places greater demands upon the NFPC

Based at Worksop in Nottinghamshire, the NFPC provides an extensive range of short training courses and those leading to BFPA/CETOP recognised Qualifications. Courses involve Hydraulics, Pneumatics, Electrical/Electronics and Control.

The role offers an opportunity to join a team of highly motivated responsive Engineers involved in the development, delivery and evaluation of a range of training courses, primarily at the Introductory and Stage 1 Levels involving

Hydraulics, Pneumatics and Basic Electronics. You will also take up the role of Course Manager/Lead Tutor (CM/LT) see **Appendix 1**

The Centre works with over 27 sectors of Industry offering its services on a global basis. The role will involve primarily Centre-based work and offsite work may be required from you as your knowledge and experience increases. There will be a need to work in a flexible, pro-active manner to meet the business demands and meet customers' needs.

The role will involve a responsibility to assist in the development and management of the practical facilities at the NFPC. Supported by an Advisory Body of over 50 National and International Companies, the Centre places great emphasis upon practical training and the development of skills and competence for those involved in maintenance and management of Fluid Power Systems and Control. As a Training Engineer, you will also be involved in the delivery and assessment of candidates taking on CETOP and NFPC Competence Based Courses and Qualifications. You must have a range of work-based experience and practical skills that you can call upon, to support the delivery of the courses and developments within the Centre.

The NFPC has a Quality Management System (QMS) adhering to ISO9001:2015, your role will involve a range of administrative duties, ensuring that all records, course files and documentation is kept up to date. You may also be asked to carry out periodic audits relating to the QMS.

**Specific Objectives will include:**

- A commitment to work in accordance with the six shared values: serving our students and community, professionalism, respect for other people and teamwork, caring, honesty and integrity, a positive, "can-do" approach.
- To participate in the provision of First Aid assistance if required.
- To be responsible for safeguarding and promoting the welfare of students having due regard to the College's Child & Vulnerable Adults Protection Policy (support roles)
- To be responsible for safeguarding and promoting the welfare of your students having due regard to the College's Child & Vulnerable Adults Protection Policy (lecturer roles)
- To be responsible for managing and ensuring safeguarding procedures are adhered to in respect of all learners, having due regard to the College's Child & Vulnerable Adults Protection Policy (manager/section head/team leader roles)

**Knowledge (Essentials):**

With technology advancing and both Hydraulics and Pneumatics now incorporating Electrical/Electronics, the post of TRAINING ENGINEER requires you to keep up to date. Part of the role will involve internal training here at the NFPC, to (1) meet the Business Plan and (2) ensure that you have the necessary skills and knowledge to effectively educate and train our many Candidates, meeting their expectations at all times. This will be part of an ongoing Knowledge and Skills Matrix operational at the NFPC.

Your knowledge and skills requirements must include:

- Hydraulic Systems and Components applied to Mobile and Industrial Systems.
- Pumps and Associated Control Systems.
- Contamination Management/ Hydraulic Fluid in common use.
- Basic Troubleshooting and Associated Techniques.
- Use and application of Accumulators.
- Safe working practices and a knowledge of Risk Assessments.
- A knowledge of Pneumatic Systems and Control.

An awareness of:

- Interface technology in relationship to Electrical/Electronic Systems and Sensor Technology.
- System performance and condition monitoring.

**Key Skills and Knowledge (Essentials) Continued:**

- Current knowledge of Hydraulic Systems and Applied Electrical/ Electronics plus Pneumatics at an introductory level
- Current knowledge of components at a function, operation, application and control.
- Current knowledge of the Fluid Power Industry and supply chains. (General Overview).
- Good communication skills.
- Good computer skills involving the Microsoft range of programmes with special emphasis upon power point presentations.
- Good practical skills to support the technology
- Practical skills at an applications level involving, installation, commissioning, maintenance, testing, monitoring and fault diagnosis.

**Job Requirements:**

- The post demands a high degree of flexibility covering a range of working hours and the ability to respond to business.
- The ability to be an effective team member and contribute accordingly, whilst also able to work as an individual, in both cases meeting deadlines and standards.
- Applicants must have their own transport, as the post may involve a certain amount of travelling and site work.
- Ideally coming from a maintenance background with at least 3 years' experience

**Key Tasks relating to this role:**

Participate in the business development of the National Fluid Power Centre with emphasis placed upon:

1. Development and delivery of standard courses primarily up to Stage 1 Level.
2. Centre development in relation to the practical facilities associated with Hydraulics, Pneumatics and Control.
3. Delivery and assessment of CETOP and NFPC competence based programmes.
4. Participate in and have accountability for, quality control, in-house auditing and all management aspects of the Centre's Quality Management Scheme ISO 9001-2015.
5. Be proactive in developing the business and new initiatives to meet the business plan and financial income levels at the NFPC.
6. Development of training and learning materials.
7. Working closely with the Director in identifying new business opportunities.
8. Being an effective CM/LT
9. Involvement in the provision of First Aid assistance as and when required.

**Qualifications and Background:**

This role requires an industrial background in which current experience and product knowledge is vital. Qualification levels accepted are HNC, HND Equivalent. The BFPA /CETOP level 3 qualification would also compliment this post.

### **Personal Development:**

All NFPC Training Engineers are continuously being updated to meet the changes in technology and customers' needs accordingly. Staff are motivated to achieve this requirement but time is allocated for internal development and mentorship.

### **Continuous Professional Development:**

The College supports continued professional development and will provide every opportunity for you to update your skills and qualifications.

### **Personal Development Review/Performance Review**

This will take place on an annual basis and the role description will be reviewed as part of this process. The NFPC Knowledge and Skills Matrix aligned to NQA ISO 9001:2015 will be used to identify strengths and weakness and relevant training will be provided as necessary to improve the NFPC Business/income levels.

### **Specific Objectives:**

- Safeguarding and promoting the welfare of children
- A commitment to work in accordance with the six shared values: serving our students and community, professionalism, respect for other people and teamwork, caring, honesty and integrity, a positive, "can-do" approach.
- To participate in the provision of First Aid assistance if required.
- To be responsible for safeguarding and promoting the welfare of students having due regard to the College's Child & Vulnerable Adults Protection Policy (support roles)
- To be responsible for safeguarding and promoting the welfare of your students having due regard to the College's Child & Vulnerable Adults Protection Policy (lecturer roles)
- To be responsible for managing and ensuring safeguarding procedures are adhered to in respect of all learners, having due regard to the College's Child & Vulnerable Adults Protection Policy (manager/section head/team leader roles)

### **Person Specification Essential and Desirable:**

You will be expected to attend an extensive range of NFPC courses to enable you to become more familiar with the terminology and improve your technical communication skills when dealing with customer's needs (as considered necessary)

### **Requirement for flexibility and updating of the role description**

You will be required to carry out duties as maybe commensurate with the post which do not change the character or purpose of the post which are necessary to maintain high quality standards of business practice.

Duties must be carried out in strict compliance with all policies including, but not limited to; equality and diversity, health and safety, quality assurance and Data Protection.

### **Commitment to Safeguarding and Equality, Diversity and Inclusion**

RNN Group places the health, safety and wellbeing of students and staff at the forefront of all its operations and is committed to creating and maintaining an environment that promotes effective safeguarding practice.

RNN Group has a statutory and moral duty to ensure that the business functions with a view to safeguarding and promoting the welfare of children, vulnerable adults and young people studying.

The post holder will therefore be required to commit to the Safeguarding for all policy and will have a shared responsibility to promote a safe environment for children, vulnerable adults and young people learning within any of the business sites.

All posts are subject to a Disclosure and Barring Service check.

We would expect the post holder to be responsible for the Safeguarding of learners within their area and across the organisation including:

- Ensuring compliance with procedures for the protection of children and vulnerable adults
- Making certain of compliance with any guidance on Safe working Practice
- Being alert to any indication or allegation of abuse and take appropriate action under the appropriate procedures

RNN Group is very proud to be viewed as being an Inclusive College. We have Investors in Diversity recognition for the work we have undertaken. We actively work to advance Equality, Diversity and Inclusion and eliminate any form of discrimination in line with our College Mission, Values, Culture, Policies and Procedures and in compliance with The Equality Act 2010. You will also be committed to a policy of equal opportunity of treatment to all students, staff, clients, and members of the public, regardless of any protected characteristics. We are proud to be part of the Disability Confidence Scheme.

#### **Commitment to Data Protection**

The RNN Group takes data protection seriously and has a statutory and moral duty to ensure the security of the personal data collected by the Group, the post holder will be expected to have a knowledge of keeping personal data safe including:

- Ensuring compliance with the data protection policy
- Ensuring compliance with the subject access request policy
- Reporting any data breaches or data security concerns to the Data Protection team

#### **Terms and Conditions – Academic Staff**

The terms and conditions for the role are as follows:

Salary: Spine Point 35

Pension: Automatic enrolment to the South Yorkshire Pension Scheme.

Holidays: 25 days per annum plus bank holidays and Group Closure Days.

## NFPC COURSE MANAGER/LEAD TUTOR (CM/LT) Appendix 1

**Course Manager/Lead Tutors (CM/LT)** are NFPC Managers, Systems Training Engineers and Training Engineers

This role will involve additional course and facilities management and responsibilities as outlined below.

The CM/LT must ensure that:

1. all course notes are kept up to date and carry the correct issue number aligned to the Quality Management System (QMS) and records posted adjacent to the staff office
2. Course presentations match all course notes.
3. Course Syllabuses relating to both skills and knowledge-based objectives are correct and carry a current issue date.
4. Course Certificates and all associated information are technically correct.
5. Associated practical exercises and instruction booklets are current, relevant and carry the correct issue date.
6. Annual review of course contents, notes, presentations etc are carried out and Form ACR1 completed as part of our QMS
7. Any suggested modifications or improvements to a particular course are managed and implemented via Form F11 of the QMS.
8. The practical facilities that support your designated courses are adequate, safe, fit for purpose at the time; prior to the course delivery this will require liaison with key Managers and Technical Support Staff).
9. Examination papers, marking schemes and practical assessment profiles are kept up to date, relating to CETOP Competence Based Qualifications and NFPC Bespoke Competence Based Programmes.
10. You carry out a review of the course folder/s inclusive of contents and checklist/customer feedback/recommendations and complete the internal audit section relating to CM/LT.
11. As a member of the course delivery team, pass on the completed course folder to the relevant CM/LT.
12. Pass on the completed inspected and signed folder to the NFPC Director

**Relating to the development of new courses** the designated CM/LT will be responsible for completing the following forms relating to the QMS process (Plan-Do-Check-Act) namely:

- F15- New Course Design/Development Specification
- Proposed Course Syllabus
- CR1- Course Review form – completed when course is run internally for the first time and checked to meet the specification
- F14- Completed for bespoke courses (Investigation Visit/Report)
- F11- Completed if further course modifications have to be made.

In all cases these forms are passed on to the Director for acceptance and final processing and filing.