



## JOB DESCRIPTION

**Post:** Gas Centre – Licenced Assessor

**Reports to:** Head of Centre – EKC Plumbing & Electrical Training Centre

**Summary of post:** Independent Assessment of ACS and Blue Flame end point assessments for internal college candidates and external commercial candidates.

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### Specific Duties and Responsibilities:

1. To carry out the assessment of the ACS suite of assessments.
2. To prepare and maintain the assessment facilities and equipment in good order and report any maintenance issues immediately through the appropriate reporting system.
3. To prepare and maintain assessment centre tools, equipment and other associated materials in readiness for assessments including, but not limited to, calibration of test equipment, securing of electrical circuits to maintain a safe working environment and removal from service any tool or piece of equipment that is not in a suitable condition for safe and normal operation.
4. To ensure all stock levels are maintained to the agreed level.
5. To mark assessments in compliance with BPEC's policies and procedures in a timely manner as set out in the ACS Assessor's guidance manual.
6. To attend and participate in assessor CPD and training events as required by the assessors.
7. To deliver inductions and briefings to all candidates on arrival at the test centre and monitor the health and safety of all staff and visitors to the test centre.
8. To manage the day-to-day running of the ACS Centre and ensure bookings are processed efficiently and excellent customer service is provided throughout the entire customer experience.
9. To operate within financial targets set for the ACS Centre.



### General Duties and Responsibilities:

1. To participate in the staff, support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

### **Please note:**

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems, and enhance the effectiveness of the role.

PERSON SPECIFICATION		Application	Interview	Shortlisting Weighting
<b>Skills</b>				
1.	Good IT Skills in Microsoft Office.		✓	4
2.	Good administrative and organisation skills in order to maintain business ethos and organisational compliance.	✓	✓	4
3.	Ability to act on own initiative and work in a team.	✓	✓	4
4.	Excellent communication and interpersonal skills both verbal and written e.g. customer service.		✓	6
5.	A flexible approach to work.		✓	4
6.	Understands the importance of confidentiality in relation to the Centre		✓	6
10.	Actively contribute to the College's Safeguarding and PREVENT practice, procedures, culture, and ethos	✓	✓	6
<b>Experience</b>				
1.	Current ACS certificate for Domestic gas	✓	✓	6
2.	5 Years recent Gas Industry experience	✓	✓	6
3.	Experience of maintaining a clean and safe working environment	✓	✓	6
4.	Experience of working to the GSIUR Regulations 1998	✓	✓	6
5.	Experience of the Health and Safety at Work Act 1974	✓	✓	6
<b>Education</b>				
1.	Maths Level 2 (e.g., equivalent to GCSE grade C / 4 or above)	✓		4
2.	English Level 2 (e.g., equivalent to GCSE grade C / 4 or above)	✓		4
3.	Level 3 Gas Technologies Buildings and Structures	✓		6
4.	TAQA L3/D1 Award in Internal Quality Assurance	✓		6



### Advice to candidates

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application, please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6 Minimum/critical - criteria which is essential for the role i.e., it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences, or qualifications.
- 4 Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2 Other relevant - It would be great if the candidate had but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.