**C:\Users\lflynn\OneDrive - Laois & Offaly ETB\Desktop\Email Signature - LOETB logo.jpg**

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| **Job Description** | |
| **Post Type:** | Construction Skills Certification Scheme Instructor |
| **Contract Type:** | Permanent Contract |
| **Reporting to:** | Director, Further Education and Training Services, Training Manager, Centre Manager, National Construction & Training Centre, Mount Lucas |
| **Place of work:** | The post will require travel within Laois/Offaly region |
| **Hours of work:** | The Appointee will be required to work 35 hours per week together with such additional hours as may be required from time to time for the proper discharge of their duties. |
| **Salary:** | €46,067 - €72,686 |
| **Annual Leave:** | 25 days Annual Leave will be in accordance with arrangements authorised by the Minster for Further and Higher Education, Research, Innovation and Science from time to time. |
| **Date of issue:** | 22nd April 2024 |

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| **Nature of Post** |
| To Instruct on both the New Entrants CSCS and Experienced Operators CSCS programmes on site at Mount Lucas, National Construction Training Centre. |

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| **Role and Responsibilities** |
| **The role and responsibilities will encompass the following:**   * Instruct the trainees in line with Modular Assessment Programmes (MAPS) as set out by SOLAS to the prescribed standard and in accordance with relevant syllabus. * Complete full site Inductions with each Trainee. * Check Candidates packs to ensure that they are in line with current SOLAS guidelines. * Complete all necessary paperwork for both The New Entrants CSCS programme and the Experienced Operators CSCS programme. * Maintain prescribed course records. * Liaise with the Internal Verifier * Supervise trainees during Theory Tests and Assessments and complete all relevant and prescribed paperwork in line with SOLAS CSCS policies. * Ensure all training activities and equipment/machinery meet with relevant organisational and statutory policies including health and safety and quality requirements. * Ensure adequate security of tools, equipment, machines and materials located in the training area and follow on site procedures. * Ensure that equipment and machines are maintained in accordance with the manufacturers recommended maintenance schedule. If required report any machinery/equipment faults or defects immediately. * Plan and ensure the timely delivery of all course materials and non-capital tools and equipment. * Ensure where possible that all trainees complete their relevant paperwork to include all relevant LOETB and SOLAS prescribed documentation. * Use new technology, as appropriate, to assist in delivering and administering training.   **Any other duties, which may be specified from time to time.** |

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| **Person Specification:** |
| **Construction skills Certification Scheme Instructor** |

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| **Selection Criteria:** | **Essential** | **Desirable** |
| **Motivation:**   * Have complete knowledge of the SOLAS CSCS/QSCS programme * Have sufficient confidence in his/her ability to transfer the operating skills of the machine as specified in the relevant curriculum/programme specification * Proven record of achievement * Have knowledge of modern training methods * Ability to work as part of a team * Previous training experience |  |  |
| **Work Experience:**   * Knowledge of current Health & Safety legislation within the industry * Training qualification * Deliver the CSCS/QSCS programme. Valid safe pass * Valid CSCS card for each category * Teaching experience a level 6 (national diploma) or higher, education and training qualification * Safety qualification |  |  |
| **Communication/Interpersonal Skills:**   * Articulate, with the ability to communicate the relevant course information in a manner designed to motivate the learner * Experienced in work related administrative skills (e.g. quality systems) * Having the necessary coping skills to deal with conflict, motivational & disciplinary problems associated with training * The candidate will understand the totality of the job and be prepared for any unforeseen situations that may arise * To display experience in using these skills * Some experience in administrative skills * Have worked with groups where interdependency was necessary. |  |  |
| **Education and Training**   * Must be an approved trainer on the SOLAS approved trainers register * Train the trainer level 6 * Managing safety in construction * Experience in delivering multiple categories of CSCS/QSCS programmes with both new entrants and experienced operators: * **Mandatory:**   Slinger/Signaller  Tower Crane  **Desirable:**  180 Excavator  360 Excavator  Mini digger  Articulated dumper  Site dumper  Mobile crane  Self-erector crane  Tractor/dozer  Loading shovel  Telescopic handler |  |  |