

INFORMATION GUIDE
INSTRUCTOR (Full-Time Permanent):
Initial Role and Responsibilities – WELDING / ENGINEERING
Athlone Training Centre
Post Reference: 127/23

Longford and Westmeath Education and Training Board is currently recruiting for an Instructor – Initial duties: **Welding / Engineering**. Candidates must have the requisite knowledge, skills and competencies to carry out the role and be capable and competent of fulfilling the role to a high standard. A panel may be formed for 2023/2024 session.

Job Title:	Instructor (Full-Time Permanent)
Starting Salary:	€44,942
Hours per week:	35
Reporting To:	Further Education and Training Management
Initial Base:	Athlone Training Centre

Function of the job:

- The successful candidate will impart practical skills and relevant theoretical knowledge to instruct learners in welding and engineering skills, to safely operate, under supervision, coded welding to the latest EU standards to include the following: M.M.A. welding, M.I.G. welding, T.I.G. welding, Brazing and Oxy Acetylene welding and cutting.
- To plan, organise and deliver to learners all aspects of Welding / Engineering to the prescribed standards and in accordance with the relevant syllabus.
- To motivate and direct learners throughout their educational journey.

Duties / Responsibilities

- Instruct the trainees in all aspects of Welding / Engineering i.e. practical skills, personal skills and all related knowledge to the prescribed standard and in accordance with the relevant syllabus.
- Instruct the trainees in all aspects of Engineering and Welding Skills i.e. to safely operate, under supervision, coded welding to the latest EU standards to include the following: M.M.A. welding, M.I.G. welding, T.I.G. welding, Brazing and Oxy Acetylene welding and cutting.
- Communicate ideas graphically through technical drawing and use a range of mathematical skills and tools in a variety of engineering sectors.
- Be able to develop the learner's personal effectiveness and job seeking skills to enable them to obtain employment.
- Work with the LWETB FET Quality assurance team to design programmes and assessments.
- Deliver effective and quality training to meet module learning outcomes.

- Prepare and deliver instructional material to excellent standard and maintain as technology advances. Prepare lesson plans, course notes and hand-outs as appropriate.
- Schedule, conduct, correct and mark assessments/tests in accordance with the relevant assessment programme and carry out associated administrative tasks.
- Supervise learners in respect of their timekeeping, attendance, behaviour, and application.
- Maintain prescribed course records.
- Ensure adequate security of equipment and materials located in the training area.
- Ensure that course materials are used in an economical and cost effective manner.
- Use new technology, as appropriate, to assist in delivering and administering training.
- Ensure training equipment and materials are available and to required standard at all times
- Ensure proper observation and implementation of health and safety and legislative protocols at all times
- Supervise trainees and ensure that correct methods, quality standards and safety procedures are observed.
- Raise Requests for Purchase for the supply of course material and non-capital equipment.
- Plan and deliver courses in Welding / Engineering to QQI, City and Guilds and Industry standard certification.
- Assist with the recruitment of learners such as participating in open days, meeting prospective learners and working closely with the FET recruitment team.
- When required, deliver programmes in a blended manner using VLE's and MS 365.
- Select, design and lead on training programme design for Welding / Engineering related programmes from awarding bodies and industry certifications.
- Work with Enterprise Engagement Coordinator to establish and maintain links with industry partners.
- Work with Enterprise Engagement Coordinator to create bespoke industry led training courses such as Skills to Advance initiative.
- Identify new and emerging trends in the area of Welding / Engineering, and design and deliver courses to meet these needs.
- Work with the LWETB FET recruitment team to create promotional material and content for Welding / Engineering courses.
- Be able to work using own initiative and be self-motivated
- Impeccable attention to detail along with keen workshop organisational skills and ability to organise and maintain a clean and tidy workshop and learning environment
- Participate in continuous improvement programmes
- Assist with instructor cover of other classes
- Plan and ensure the timely delivery of all course materials and non-capital equipment.
- Any other duties which may be specified from time to time

PERSON SPECIFICATION

AREA	ESSENTIAL	DESIRABLE
MOTIVATION: Knowledge of Post/ Organisation	Knowledge of subject matter and its relevance within industry.	Good knowledge of LWETB Training Services, its aims and objectives.
Personal Motivation	Highly motivated for delivery of training programmes.	Familiar with awarding bodies and the technical content covered within related qualifications.
Work-Related Achievements	Impeccable attention to detail along with keen organisational skills and ability to organise and maintain a learning environment. Record of achievement in own career in related Welding / Engineering sector.	

<p>WORK EXPERIENCE: Specify Particular Experience/Skills Required</p>	<p>Ideal candidate should be occupationally competent and technically knowledgeable in the area of Welding / Engineering. This knowledge must be to a level higher than training being delivered.</p> <p>5 years' work experience in the Welding / Engineering sector.</p> <p>Excellent working knowledge of all MS 365 applications</p>	<p>Occupationally competent and technically knowledgeable in the areas of use of MS 365.</p> <p>Experience of engaging with Welding / Engineering providers</p> <p>5 years instructing/training/teaching/ experience.</p> <p>Experience of working within the Welding / Engineering sector.</p>
<p>EDUCATION: General</p> <p>Technical</p> <p>Qualifications/Training</p>	<p>Leaving Cert Standard.</p> <p>Applicants should have acquired the QQI Advanced Certificate Craft – Mechanical Automation and Maintenance Fitting / Metal Fabrication or equivalent or another QQI Level 6 relevant engineering craft qualification together with two years relevant practical experience</p> <p>OR</p> <p>Applicant should be Coded Welders to the latest EU standards to include the following: M.M.A. Welding, M.I.G. Welding, T.I.G. Welding, Brazing and Oxy Acetylene welding and cutting. Have the ability to instruct the learners in reading and understanding technical drawings. Have at least five years practical experience in the profession.</p> <p>Appropriate training related qualification.</p> <p>Train the Trainer Qualification or equivalent, National diploma or higher, education and training qualification.</p>	

<p>COMMUNICATION/ INTERPERSONAL SKILLS:</p> <p>Verbal/Presentation Skills</p> <p>Writing Skills</p> <p>Special Requirements</p> <p>Disposition</p>	<p>Ability to deliver training modules to a wide range of learning abilities. Capable of assessing learners' progress and own ability in passing on skills and knowledge to learners.</p> <p>Excellent written skills.</p> <p>Excellent facilitating skills.</p> <p>Ability to motivate individuals and groups.</p> <p>A proven ability to perform in a role demanding a high level of interpersonal skills.</p>	<p>Ability to self-assess their effectiveness in passing on skills and knowledge to the learner.</p> <p>Experience in administrative skills/record keeping.</p> <p>Have worked with groups where interdependency and team working was necessary.</p> <p>Ability to assess the learners' progress in training.</p> <p>Ability to promote course and network with industry.</p>
<p>CIRCUMSTANCES/ SPECIAL REQUIREMENTS FOR THIS JOB:</p>	<p>Required to assist in setting up and designing new Welding / Engineering related programs to meet the demands of Industry.</p>	

COMPETENCIES REQUIRED

The appointee to this post will be required to show evidence of the following competencies and must

relate them to the post being applied for:

Team Leadership and Motivation - Describe one example that illustrates your competency under Team Leadership and Motivation in a learning environment of your discipline.

In no more than 300 words, briefly describing the background/nature of the task, problem, objective, what you did and the outcome.

- Works with the relevant team to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise.
- Provides clear information and advice as to what is required of the team
- Strives to develop and implement new ways of working effectively to meet LWETB's objectives.
- Leads the team by example, coaching and supporting individuals as required
- Places high importance on staff development, training and maximising skills and capacity of team.
- Is flexible and willing to adapt, positively contributing to the implementation of change.

Delivery of Results - Describe one example that illustrates your competency under Delivery of Results.

In no more than 300 words, briefly describing the background/nature of the task, problem, objective, what you did and the outcome.

- Successfully manages a range of different projects and work activities at the same time.
- Structures and organises their own and others work effectively.
- Is logical and pragmatic in approach, delivering the best possible results with the resources available.
- Delegates work effectively, providing clear information and evidence as to what is required.
- Proactively identifies areas for improvement and develops practical suggestions for their implementation.
- Accurately estimates time parameters for project, making contingencies to overcome obstacles.
- Applies appropriate systems / processes to enable quality checking of all activities and outputs.
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers of LWETB.
- Ensures proper

Interpersonal and Communication Skills – Describe one example that illustrates your competency under Interpersonal and Communication Skills relating to a learning environment of your discipline.

In no more than 300 words, briefly describing the background/nature of the task, problem, objective, what you did and the outcome.

- Modifies communication approach to suit the needs of a situation/audience.
- Actively listens to the views of others.
- Liaises with other groups to gain co-operation.
- Negotiates, where necessary, in order to reach a satisfactory outcome.
- Maintains a focus on dealing with customers in an effective, efficient and respectful manner.
- Is assertive and professional when dealing with challenging issues.
- Expresses self in a clear and articulate manner when speaking and in writing.

Specialist Knowledge, Expertise and Self Development - Describe your competency and experience under Specialist Knowledge, Expertise and Self Development in the areas of your discipline.

In no more than 300 words, briefly describing the background/nature of the task, problem, objective, what you did and the outcome.

- Displays high levels of skills/expertise in own area and provides guidance to colleagues.
- Has a clear understanding of the roles objectives and how they support the service delivered by the unit and Department/Organisation and can communicate this to the team.
- Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team.

Drive and commitment to Public Service Values – Describe one example that illustrates your competency under Drive and Commitment to public Service Values.

In no more than 300 words, briefly describing the background/nature of the task, problem, objective, what you did and the outcome.

- Is committed to the role, consistently striving to perform at a high level.
- Demonstrates flexibility and openness to change.
- Is resilient and perseveres to obtain objectives despite obstacles or setbacks.
- Ensures that customer service is at the heart of own/teamwork.
- Is personally trustworthy.
- Acts with integrity and encourages this in others.

Terms and Conditions

Initial Location: Athlone Training Centre, Garrycastle, Athlone, Co Westmeath. The successful candidates will be initially assigned in the above location. However, LWETB reserves the right to assign you to any other location as the service exigencies require.

Salary Scale: €44,942 – €66,543 (as per Circular Letter 0043/2023)

To determine your starting salary as per the scale above please be advised of the following:

- To start at the minimum point an employee must have a recognised apprenticeship and have two years post apprenticeship experience – point 1 on scale.
- One increment, to a maximum of five increments, may be allowed for every completed full-time year in a trade relevant to the trade in which the employee is employed to instruct in, potentially commencing point 6 on scale
- One increment may be allowed for relevant teaching/instructing experience. The teaching/instructing experience must be in a trade relevant to that in which the employee is employed to instruct and must not be less than one year, potentially commencing on point 7 on scale as per C/L 0043/2023

Hours per week: 35 hours per week

Shortlisting:

LWETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the application form. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form. The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

Interview:

Selection, from shortlisted candidates, shall be by means of a competency-based interview conducted by LWETB. A three-stage interview process may apply including a technical demonstration. Candidates will be provided with further details if successful at each stage.

Citizenship Requirement:

Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non- EEA nationals with a valid work permit. Please note you must advise LWETB if a work permit is required by you before commencing employment with LWETB. This requirement should be notified to LWETB as soon as possible. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, and Norway. Swiss citizens under EU agreements may also apply.

Health and Character:

Those under consideration for a position will be required to complete a health and character declaration and a Garda Vetting Form. References will be sought.

Entry requirements and Eligibility

- Have the requisite knowledge, skills and competencies to carry out the role
- Be capable and competent of fulfilling the role to a high standard
- Recognised Training and Development Qualification
- Applicants should have acquired the QQI Advanced Certificate Craft – Mechanical Automation and Maintenance Fitting or equivalent or another QQI Level 6 relevant engineering craft qualification together with two years relevant practical experience
OR
Applicant should be Coded Welders to the latest EU standards to include the following: M.M.A. Welding, M.I.G. Welding, T.I.G. Welding, Brazing and Oxy Acetylene welding and cutting. Have the ability to instruct the learners in reading and understanding technical drawings. Have at least five years practical experience in the profession.
- 5 years' experience working in the sector
- Strong written and verbal communication skills
- Excellent time management and organisational skills

Application and selection process:

- Full details are available on www.etbvacancies.ie. Candidates who wish to apply, must apply through www.etbvacancies.ie **13:00 hours on not later than 13.00 hrs on 16th November 2023**
- Provisional date for first stage interviews is week ending **24th November 2023**. Please note there may be a three-stage selection process.
- Information and correspondence regarding your status within this competition will issue to you via your etbvacancies mailbox and it is the responsibility of the candidate to regularly check their etbvacancies inbox frequently.
- Interviews may take place via video conference. Candidates that are selected for interview will be supplied with guidelines in this regard.
- Candidates should read the info guide on how to complete the application.
- Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience.
Incomplete applications will not be considered.
- Please note by submitting online an automatic message will be issued to your Etbvacancies account to confirm receipt of your application. This should not be taken as confirmation that the submission is a valid application. **If you do not a confirmation message via your portal within two days of submitting AND prior to the closing date, please email recruitment@lwetb.ie.**
- Please note that candidates are advised to apply to this role well in advance of the closing date and time to ensure their application is received before the closing date and time. Any technical difficulties encountered by the sender when submitting an application are not the responsibility of LWETB.
- All applicants should note that Longford and Westmeath ETB reserve the right to shortlist applicants on agreed predetermined criteria.
- **Late applications will not be accepted.**
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.
- Canvassing by or on behalf of the applicant will disqualify.
- If successful at interview, referees may be contacted directly by LWETB at its convenience and without further notice to candidates.

- All enquiries regarding your application should be made to recruitment@lwetb.ie using the post reference in the subject line of the email. Enquiries by any other means cannot guarantee a response before the closing date and time.
- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by LWETB.
- Longford and Westmeath is an equal opportunities employer.
- LWETB is registered as a Data Controller. Data will be processed in accordance with the ETB's Data Protection Policy and retained in accordance with the records' retention schedule therein. The personal data supplied on this application form and supplementary documents are required for the purposes of recruitment (including shortlisting and interviewing), assessment of qualifications, general administration, and to fulfil our other legal obligations, including the election of staff representatives to the ETB under the Education and Training Boards Act 2013. While the information provided will generally be treated as confidential to LWETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social Protection, Gardaí, the CSO, the Teaching Council, Revenue, other statutory bodies, or with former or subsequent employers. Should you wish to update or access your personal data you should write to the CE.
- Further information on LWETB including details of our schools, centres for education and programmes can be found on our website www.lwetb.ie

Ms. Liz Lavery, Chief Executive