



Learning Adviser – Engineering Design and Manufacture

Department	Faculty of Engineering (www.strath.ac.uk/engineering/)		
Faculty	https://www.strath.ac.uk/studywithus/graduatedegreeapprenticeships/		
Staff Category	Administrative and Professional	Reference No	598867
Reports To	Dr Susanne Boyle	Grade:	7
Salary Range:	£36,024 - £44,263	Contract Type:	Open Contract
FTE	0.6 (21 hours/week)	Closing Date	26/03/2024

Job Advert

The Faculty of Engineering at the University of Strathclyde is one of the largest and most successful engineering faculties in the UK, and the largest in Scotland. As a leading international technological university, Strathclyde University is recognised for its world class research, knowledge exchange and educational programmes. At the heart of this is the Faculty of Engineering which is home to over 6200 undergraduate, taught postgraduate and research postgraduate students. We have a strong commitment to widening access and inclusion while maintaining academic quality and an outstanding student experience.

The University of Strathclyde in partnership with key stakeholders has led the development of the Graduate Apprenticeship Engineering: Design and Manufacture degree apprenticeship (GA EDM) programme. This 4-year BEng (Honours) degree programme is designed for learners employed full time within an engineering function in industry and consequently a significant proportion of the indicative student workload will be credit-bearing, work-based learning. The Faculty of Engineering is seeking to recruit a qualified and experienced work-based Learning Adviser with an engineering background to join a team of Learning Advisers that collectively support the delivery and assessment of the integrated work-based learning elements of the GA EDM degree programme.

You will be involved in all aspects of the work-based learning activities including the provision of initial learner training on the use of the e-portfolio (Pebble Pad), development of individual learning plans, monitoring online learner engagement, supporting work-based learners and assessing work-based learning activities. The role requires the ability to establish and maintain effective professional relationships with a range of stakeholders including industry employers, work-based learners, GA EDM staff and other work-based learning advisers. Engagement with work-based learners and employer organisations will be conducted through a blended approach involving some occasional travel to employer sites and the frequent use of technology platforms.

To be considered for the role of Learning Adviser (£36,024 - £44,623) you must hold the SVQ Assessor Qualification (L&D9DI -Assess Workplace Competence Using Direct and Indirect Methods) and ideally the SVQ Internal Verifier Qualification (L&DI 1) and must have the required background in either Mechanical Engineering (or related discipline) or Electrical and Electronic Engineering (or related discipline) to allow for the assessing of various learners up to SCQF level 10 within Scotland. You will also have a minimum 2 years of experience of observing and assessing candidates in their workplace including:

- Developing individual learning plans and learner study plans.
- Interviewing graduate apprentices and examining their portfolios of evidence
- Providing feedback and offering advice
- Keeping records of candidates' progress

- Liaising with industry supervisors and developing learner support strategies.

Job Description

Brief Outline of Job:

Enter Brief outline of job.

Main Activities/Responsibilities:

1.	Carry out an initial introduction to the work-based learning curriculum including a demonstration on how to operate the e-portfolio online assessing software.
2.	Work with learners in planning Work-based Learning (WBL) assessments and a strategy for evidencing of learner competencies.
3.	Arrange regular meetings with the candidates, with the co-operation of their supervisors to discuss candidate progress with their engineering degree studies and if issues arise notify the Internal Verifier and the GA EDM Programme Leader.
4.	Assist learners with identifying and recording evidence for their e-portfolio.
5.	Manage and achieve agreed timescales and targets defined within individual learning plans.
6.	Encourage, facilitate and maintain communication between assessor, learner, Internal Verifier (University colleagues) and the candidate's employer
7.	Provide feedback to learners on WBL assessment decisions promptly and at an appropriate time and place.
8.	Advise Internal Verifier and GA EDM Programme Leader of any candidates experiencing setbacks, challenges or delays to progress.
9.	Contribute to the planning and facilitation of candidate Induction events and workshops, where appropriate), using a range of face to face and digital platforms (ZOOM, Skype and Microsoft Teams), to support learning and learner achievement
10.	Work collaboratively with academic staff to design learning outcomes for a discipline in accordance with IEng competencies.
11.	Attend team meetings and contribute to quality assurance mechanisms and procedures.
12.	Undertake necessary administrative and recording duties, including communication of own and candidates' progress and activity as required by the University.
13.	Ensure quality systems and processes are complied with at all times
14.	Comply with and promote the University's Health, Safety & Environment, Equality, Diversity & Inclusion and Welfare & Safeguarding Policies at all times.
15.	Any other duties commensurate with the grade of the post as specified by the Programme Director

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Honours degree in engineering (preferably Mechanical or Electrical and Electronics) from a professionally accredited degree programme.

D1 SVQ Assessor Qualification (L&D9DI) or equivalent

D2 SVQ Internal Verifier Qualification (L&D11) or equivalent

Experience

D3 Substantial experiencing of monitoring, observing and assessing engineering candidates (up to and including SCQF level 9) in their workplace.

E2 Experience of liaising with industry supervisors and developing individual learning plans

E3 Experience of developing and implementing learner support strategies.

D4 Experience of monitoring, evidencing and assessing candidate progress via an e-portfolio.

D5 Substantial experiencing of monitoring, observing and assessing engineering candidates (up to and including SCQF level 9) in their workplace.

Job Related Skills and Achievements

E4 Current knowledge of the Scottish Graduate Apprenticeship degree model and assessment of work-based learning (as a practitioner, assessor, employer or equivalent).

D6 Experience of successful management of work-based learning engineer candidates up to and including SCQF level 9.

E5 Ability to build strong, effective working relationships with a range of stakeholders across the engineering industry and Faculty.

E6 Ability to analyse complex information and situations and to recommend potential solutions when required.

Personal Attributes

E7 Excellent inter-personal skills with ability to engage with and influence a range of stakeholders.

E8 Excellent communication skills with the ability to actively listen to stakeholder views and present complex information in an accessible way to a range of audiences.

Other Relevant Factors

E9 Resilience and collaborative skills required for effective remote working.

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Dr Susanne Boyle, GA EDM Programme Leader, (Email: Susanne.boyle@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Basic Disclosure

This role requires the satisfactory outcome of a Basic Disclosure Scotland Check. The successful applicant will be asked to carry out a Basic Disclosure Scotland Check. Whether an outcome is satisfactory will be determined by the University.

Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

Probation

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post will be held on 04/04/2024.

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

