



Job Profile

Job Title:	R&D Technician
Department/Location:	R&D Workshop, Guernsey
Reports to:	Technical Director
Staff Responsibilities: None	
Hours of work:	08:30hrs – 13:00hrs, 14:00hrs – 17:30hrs, Monday to Friday (40 hour week)
<p>Summary of Position:</p> <p>The main tasks associated with the job role involve working with the Technical Director in attending to all aspects of the daily running of the R&D workshop. This will involve assisting in company research projects as directed by the Technical Director, sourcing items and materials needed for Research and Development as well as taking on some of the administrative duties within the department.</p> <p>This role also involves assisting in the transfer of appropriate knowledge from the R&D department to company staff and customers through compilation of instruction manuals, training manuals and every day communication.</p>	

Primary Responsibilities

1	To carry out sample processing in the R&D workshop to deadlines set both internally and externally and to analyse and submit a written report the resulting data.
2	Manufacture of fixtures, jigs and other mechanical assemblies as required
3	Testing new concepts; creating test protocol with the technical director, running tests, recording and analysing results.
4	Maintaining and repairing the R&D workshop equipment and tools
5	Sourcing items and materials needed for R&D, and collecting local supplies.
6	Liaising with customers and VM staff by phone, email etc.; regarding customer sample processing.
7	Liaise with equipment suppliers regarding installation, operation and fault finding.
8	Use of laboratory measurement and inspection equipment.
9	Cleaning and tidying of the R&D workshop
10	To use the company's existing blast machines, microscopes, Microtrac analyser and Alicona 3D measurement system to carry out a variety of R&D tasks as instructed by the Technical Director.
11	Undertake ad hoc activities as directed by the technical director from time to time

Note: This job profile is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process.

Personal Specification

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> GCSE in Maths & English 	<ul style="list-style-type: none"> Engineering Apprenticeship
Experience	<ul style="list-style-type: none"> Mechanical engineering & fitting. Electrical wiring. Working knowledge of R&D methodologies and tools 	<ul style="list-style-type: none"> Laboratory experience Control circuit wiring Practical experience of R&D within an engineering sector
Qualities and Attitude	<ul style="list-style-type: none"> Self-motivated Can work mostly alone and unsupervised. Detailed and Accurate Safety conscious Careful with delicate analysis and inspection equipment. Logical approach to problem solving Tidy Ability to conduct and present themselves in a professional manner and have excellent communication skills Must understand the need to maintain confidentiality in business to sustain competitive advantage. 	<ul style="list-style-type: none"> Understands good experimental practice

Competencies

Electrical competence with 3 phase 415v	Flexible approach to respond to unexpected requests or changes in workload priority.
Computer literate with reasonable skill in Word, Excel, Outlook	Follow instructions accurately
Plumbing	
Mechanical fitting	

Prepared by

Name:	Terry Ashworth	Date:	August 2017
Title and/or Department:	Technical director		