

Process Technician – Job Description

Role Purpose:

To apply basic engineering and/or scientific principles to provide technical support, typically including preparation, development, research, design, sampling, testing and analysis work, in line with team and business unit requirements. The Technician will work under some supervision of line manager and senior colleagues, supporting with a range of activities to meet business unit objectives, contributing to the realisation of project work.

Key Responsibilities:

- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), quality and best practice requirements.
- To keep self up to date with developments in areas relevant to role, and/or legislative and SHE related changes as communicated by senior colleagues, ensuring understanding of these and any associated new best practice, methods, or techniques.
- To present and formally report experimental conclusions and supporting data for internal peer review and submission to clients, to agreed timescales and standards.
- To actively engage in hazard studies / SRA studies and discussions, as appropriate to role level.
- To set up, plan and execute experimental / pilot scale runs and analyse, interpret, and report the results of these within agreed timescales and quality standards, and in accordance with project / client requirements.
- To be responsible for providing clearly documented records of technical data, decisions, methodologies, calculations, and software use in an agreed format.
- To take ownership in agreeing weekly workplans with line manager, project manager(s) and other relevant stakeholders, and delivering plan to agreed schedule.
- To be responsible for the calibration of equipment to ensure it operates safely, is performing within expected specifications and is available to meet customer needs.
- To troubleshoot issues to identify root cause of problems, rectifying or escalating as appropriate. Where applicable, act as Tool Owner or Deputy Tool Owner, acting as first point of contact for queries.
- To administer technical equipment and documentation, assisting with stock storage and controls and liaising with the warehouse where applicable, updating, organising and documenting the authorisation and issue of existing and new Standard Operating Procedures and Safety Risk Assessments.
- To act as first point of contact for technical areas, conduct general housekeeping within those areas and assist Laboratory Safety Supervisors where required, to contribute to a safe and healthy workplace.

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Responsibilities specific to role:

- To carry out all substrate requests including the use of all photolithography tools within the cleanrooms.
- To carry out fabrication of printing requests.
- To assist in the upkeep of all documentation within designated areas to ensure ISO compliances.
- To carry out DLSS duties as required.
- To present and formally report experimental conclusions and supporting data for internal peer review and submission to clients, to agreed timescales and standards.
- To be responsible for the checking of equipment to ensure it operates safely, is performing within expected specifications and is available to meet customer needs.

Direct reports: No direct reports

Person specification

Education / Qualifications:

Essential:	Desirable:
Educated to GSCE (or Level 2 equivalent) in a Scientific/Engineering discipline plus significant industrial experience. Or Educated to A level (or Level 3 equivalent) in a Scientific/Engineering discipline plus relevant industrial experience. Or Educated to HNC level (or Level 4 equivalent) in a Scientific/Engineering discipline.	

Competencies and behaviours	
Leadership (Core)	Decision Making (Core)
<ul style="list-style-type: none"> • Respects and values the diversity of talents, skills, and backgrounds that others bring to joint projects / work. • Has a positive influence on those in contact with. • Gains the respect and confidence of colleagues and supports them in achieving their goals and targets. • Aligns own behaviours and actions to CPI's values, vision, and goals. 	<ul style="list-style-type: none"> • Within area of expertise recognises, identifies, and defines problems. • Generates and evaluates alternatives, draws conclusion, and analyses risk. • Takes timely and correct action using established methods to ensure effective solutions are implemented.

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Communication (Core)	Developing self and others (Core)
<ul style="list-style-type: none"> • Communicates in a clear and concise manner, covering all relevant points in a timely manner. • Uses the appropriate route and format to communicate. • Confirms understanding of others communication. • Asks questions to understand other people’s viewpoints 	<ul style="list-style-type: none"> • Knows own career aspirations and clearly communicates them to relevant colleagues whilst actively working to achieve goals. • Sets personal development goals and deploys strengths to achieve them. • Takes responsibility for one’s own performance and actions and invites and incorporates feedback from a variety of sources. Regularly reflects on own capabilities to identify development priorities.
Collaboration (Core)	Delivery (Core)
<ul style="list-style-type: none"> • Establishes effective working relationships with other colleagues. • Builds and maintains a network of internal and external contacts. • Actively seeks, values, and incorporates different views and ideas to broaden their prospective. 	<ul style="list-style-type: none"> • Plans, prioritises, and leads own area of work to deliver specified and agreed outcomes (time and standard). • Accurately scopes out length and difficulty of tasks, and repeatedly estimates correct amount of time needed for tasks. • Refers to lessons learnt from other projects/ tasks with related scope. • Acts with minimal supervision or direction. Pays attention to detail and delivers accurate and high quality outputs.

Knowledge and Experience:

Essential:	Desirable:
<p>Will possess fundamental practical knowledge and an appreciation of technical theory in process engineering.</p> <p>Will exhibit basic knowledge of principles and practices in general lab/cleanroom operations, as well as some relevant experience of practical, technical-based work gained in academic or industrial environments.</p> <p>Can demonstrate evidence of knowledge sharing and network building practice across teams or groups.</p> <p>Has ability to apply some theoretical and practical scientific/engineering methods to contribute to business activities in</p>	<p>Experience of working in a clean room environment.</p>

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printing/coating/deposition for HealthTech applications.

Has confidence to use own judgement and initiative within routine activities, as well as an understanding of when to seek advice from manager or colleagues.