

Technician – Assembly - Job Description

Role Purpose:

To apply basic engineering principles to provide technical support in various areas including development, design, testing and analysis work. The main purpose of the role is to assemble and test electronic products to specification on a variety of projects to meet business objectives. This is a varied role involving manual assembly tasks and some semi-automated builds. The role of Assembly Technician will allow you to work on new technology projects which evolve over time, these projects will enable you to develop new skills and learn new processes.

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 external developments in areas of specialism, and/or legislative and SHE related changes, ensuring application of new best practice and/or knowledge.
- To actively engage in hazard studies / SRA studies and discussions, as appropriate to role level.
- To 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 calibration of equipment to ensure it operates safely, is performing within expected specifications and is available to meet customer needs.
- To set up, plan and execute experimental / pilot scale runs and analyse, interpret, and report the results of these, translating obtained findings and knowledge.
- 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.
- Actively participate in continuous improvement activities.
- 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 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.
- To perform day to day tasks in support of any project where it is deemed you are appropriately qualified and trained. This could be on any project or equipment subject to prerequisite training and safety inductions.

Responsibilities specific to role:

- To operate pick and place equipment, both manual and automated.
- To operate dispensing toolsets, both manual and automated.
- To operate inspection toolsets.
- To operate mechanical and electrical test toolsets.
- To read and understand schematics, diagrams, and assembly instructions.

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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. |
| 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. |

Technician – Assembly - Job Description

| 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. <p>Actively seeks, values, and incorporates different views and ideas to broaden their prospective.</p> | <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 of electrical circuits and component assembly.</p> <p>Will exhibit basic knowledge of principles and practices in area of specialism, 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 device assembly.</p> <p>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.</p> <p>Has good attention to detail and manual dexterity skills.</p> | <p>Has experience in PCB or flex circuit assembly.</p> <p>Knowledge of conductive adhesives and encapsulants.</p> <p>Experience of design software i.e., AutoCAD or similar.</p> <p>Experience of using circuit test equipment.</p> |

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Is an enthusiastic and motivated team worker.