**Job Description**

**Job Title:** Advanced Technician – Materials Labs

**Career Level:** Level 5

**Department or Business Sector:** Workshop

**Location**: Coventry, Workshop

**Reporting to (manager’s job title):** WorkshopTeam Leader

***Please read the notes on pages 2 and 3 before completing these sections.***

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| **Heading:** | **Description** |
| 1. **Job Purpose** | This role will involve supporting the materials labs for the MTC workshop. The candidate will carry out tasks across both metallurgy and powder characterisation labs using a wide range of equipment for analysis to support research themes within the MTC and external customers to the MTC.  Experience of testing in a materials lab, including:   * Metallurgical prep of samples * Imaging and mechanical testing of metallurgy samples * Interstitial analysis of materials * Particle size analysis * SEM analysis * Powder flow analysis |
| 1. **Communication** | This role involves regular communication with all roles in the Workshop and Engineering and support teams. |
| 1. **Innovation** | Suggests CI's on a regular basis and often looks for ways to improve their work place through these suggestions. Will come up with solutions and implement them. Will lead solve it sheet activities. |
| 1. **Knowledge** | Has gained a significant amount of manufacturing experience and has a deep understanding of the relevant manufacturing processes. Has developed their career and can contribute to the engineering capability of the MTC.  Experience in testing a range of materials in either a Metallurgical or powder testing lab is very desirable. |
| 1. **Person Specification** | ***MTC Core Values*** *- Sets a good example of the MTC "RIGHT WAY" with an ability to explain to others. Continuously delivers and promotes a positive working attitude creating a great work culture*  ***Safety*** *- Responsible for their own health and safety and for others. Can identify and challenge safety issues. Supports with the H&S team engagement. Actively promotes the raising of Good Spots. Creates H&S documents, SSOWs and safe processes for their area of expertise.*  ***Level of Supervision required*** *- Can work competently on medium and high risk projects, alone or as part of a team. Manages their workload with little to no support.*  ***Personal Development*** *- Has the ability to create technical and learning objectives for self but requires support and validation. Demonstrates an awareness of SMART objectives. Needs support in identifying training requirements. Being self aware to understand when support is required and actively seeks it out.*  ***Continuous Improvement (CI)*** *- Suggests CI's on a regular basis and often looks for ways to improve their work place through these suggestions. Will come up with solutions and implement them. Will lead solve it sheet activities.*  ***Mentoring / Training*** *- Will be competent to a level of being able to deliver internal training and mentoring to apprentices/ technicians and be able to identify where they may be going wrong.*  ***Process Compliance*** *- Can identify opportunities for improvement of processes and implement changes. Challenges non-compliance.*  ***Time Management*** *- Professional with time management. Actively engaging and managing own workload, can support other in doing the same. Submits timesheets on time. Adheres to company policies regarding time management. Shows an aptitude towards challenging engineers in project timings.*  ***Other Responsibilities*** *- Takes on other duties. Proactively engages and can discuss thoughts with engineers. Communicates at all levels. Helps to maintain the 5S standard within the workshop, challenging those who do not.* |

**Definitions**

**1. Job purpose:**

*Provide an overview of the job, its context in the company;*

*Describe the level and scope of influence and authority that the position should have (is this within the immediate job area or more widely across a business unit or potentially the business as a whole?);*

*Describe the level of impact by reference to the daily scope of the role – does the role holder follow clearly defined procedures under close supervision or is there latitude to set objectives or even strategies?*

**2. Communication:**

*Outline the scope, extent and nature of the communication that this role is responsible for, on a regular basis;*

*What communication skills are required? (to convey information, to reach agreement, to manage communication?);*

*What is the context: internal or external?*

**3. Innovation:**

*To what extent is the role holder required to identify, develop and make improvements to ideas, techniques, procedures, services or products?*

*What is the level of complexity? (are problems generally in one area and well defined or are they multi-dimensional?)*

*Is the role holder expected to make minor changes or to enhance or replace entire processes?*

**4. Knowledge:**

*What is the nature and extent or depth of knowledge required in this job to achieve objectives and add value?*

*Knowledge may be acquired through formal education and/or work experience;*

*First specify the depth of knowledge to be applied and then identify whether the role holder would apply the knowledge as a team member, team leader or manager of teams.*

**5.** **Person Specification:**

*The type of person suitable for the role:*

*For example, does this require someone who enjoys working with lots of detailed data, or someone who enjoys working with customers or potential customers;*

*Would this role be suited to someone with high levels of resilience and an aptitude for working under pressure, to meet deadlines?*

*What sort of prior experience would be necessary or helpful?*