**Job Description**

**Job Title:** Advanced Technician

**Career Level:** 5

**Department or Business Sector:** Workshop – Metrology Lab

**Location**: The Manufacturing Technology Centre Ltd., Ansty Park, Coventry, CV7 9JU.

**Reporting to (manager’s job title):** Metrology & Quality Manager

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

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| **Heading:** | **Description** |
| 1. **Job Purpose** | There is an exciting opportunity for an Advanced Technician to support Operations within the Workshop Metrology Lab.  This role will involve supporting the manufacturing process from initial request through to delivery of components, including but not limited to:   * Maintaining a safe working environment for one’s self and others in line with MTC Health & Safety processes and procedures. * Execute efficient and effective inspection processes to ensure conforming and on-time delivery to our customers * Following working processes whilst ensuring route cards and work instructions are followed without deviation * Training colleagues and supervising apprentices in Metrology Lab processes * Responsibility for the care of Metrology Lab equipment, including some preventative maintenance * Supporting the manufacturing engineers in creating cost estimates, lead times and route cards * Contributing to continuous improvement and problem solving activities * Supporting various activities required for the running of the Metrology Lab, for example arranging OEM maintenance, calibration for equipment, ordering consumables, supporting installation and commissioning of new equipment etc. |
| 1. **Communication** | The successful candidate will be required to communicate with both technical and non-technical audiences; both inside and outside of their direct team.  **Required:**   * Good verbal and written communication skills * Experience in the use of MS Office * Willingness to challenge non-compliance to standards, especially where it relates to safety   **Desirable:**   * Experience of delivering training, feedback or coaching |
| 1. **Innovation** | The successful candidate will be expected to take a proactive role in continuously improving their work environment.  **Desirable:**   * Experience of problem solving or root cause analysis techniques * Experience of identifying and implementing improvement activities |
| 1. **Knowledge** | The successful candidate must have a level of technical knowledge that will allow them to contribute as member of the Metrology Lab team.  **Required:**   * HNC level qualification in a relevant engineering discipline, or equivalent industry experience * Willingness to learn Metrology / inspection techniques   **Desirable:**   * Experience in any of the following inspection techniques:   + Tactile dimensional measurement e.g. first principles, CMM, Romer arm   + Non-contact data capture e.g. XCT, laser scanning, 3D optical scanning (GOM, Alicona, Sensofar S Neox) * Experience of problem solving techniques e.g. root cause analysis |

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| 1. **Person Specification** | All aspects of the role are to be carried out as an exemplar within the business in adhering to the MTC RIGHT way:   * Delivering in the broadest sense a great working environment; * Exhibiting humility, honesty and integrity in all that you do; * Promoting teamwork, supporting through difficult times and collectively celebrating our successes.   In addition, the successful candidate **must**:   * Be committed to maintaining a safe working environment * Be able to work autonomously and manage their workload * Take ownership of their personal and professional development * Be prepared to adapt to changing priorities   The role will primarily be based at the MTC Coventry site; however on occasions there may be a need to work at customer/partner sites. |