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| **Department:** | Assembly and Clean Area |
| **Location:**  | Doddington Road, Lincoln LN6 3RA |
| **Reports to (Position)** | Engineering Manager |
| **Position type** | Permanent |
| **Grade** | Grade 8 (£25,228) – Grade 16 (£35,686) Dependant on experience plus shift premium |
| **Shift** | A & B shift rotation (see hours of work for details) – 37 hours a week |
| **Position Description; Scope of the role;**  |
| Process Technicians are involved at all stages of the manufacturing process, monitoring and improving the areas under their control.Their job is to know this process in great detail as they will be responsible for identifying when the process is deviating from the norm and taking action to correct it or involve senior members of staff if/when they are not able to correct the problem.A key feature of the role is to maintain accurate and clear documentation that proves that these processes are being carried out in accordance with both internal and external regulations. It is important that procedures are followed, but it is also important that it can be shown and proved that procedures were followed.A **Process Technician** is also responsible for the gathering of data from their process and reporting it to senior staff members (typically an Engineer). |
| **Supervisory & Line Management Responsibilities** |
| Not Applicable |
| **Main Responsibilities and Activities** |
| Problem solving to ensure production can carry on * Root, Cause, Corrective Action (RCCA)
* 5 Why’s

Process auditsStatistical AnalysisProcess Improvements - Scrap / Rework / Downtime / ProductivityCreating and maintaining documentation & specificationsTraining / validationLiaising with suppliers / sub-contractor  |
| **Experience and Qualifications**  |
| EssentialDependable, responsible contributor who is committed to excellence and successGood interpersonal skills (team worker)Prepared to follow proceduresEye for detailTarget orientatedDiligentDesirableNVQ in Engineering Manufacture or equivalent / Advanced Modern ApprenticeshipComputer literacy including Microsoft suitePrevious experience in assembly areas and clean area envirionmentsEnglish language and Maths to GCSE Grade C or above |
| **Hours of work** |
| Overtime available when requiredA Shift Monday to Thursday 6am to 1:35pmNo Premium Friday 6am to 12:45pmB Shift Monday to Thursday 1:25pm to 9:05pm10% Premium Friday 12:35pm to 7pm |
| **Benefits** |
| 25 Days Holiday + Bank Holidays Subsidised Health CarePersonal Accident planUniform Bike to Work SchemeEmployee Suggestion Scheme  | Company Pension - 5% employer contributionSubsidised CanteenOn-Site ParkingLong Service AwardEmployee Referral SchemeDeath in Service Scheme |