


axiom

Job Role Definition for
Technical Officer

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Name:			
Job Title:	Technical Officer		
Department/Section: Technical Engineering	Reports to:	Engineering Manager	
	Date approved:	November 2024	

<p>Main Purpose of Role</p> <p>To ensure the effective and accurate management of technical documentation, support the Technical Engineering department and where applicable mentor junior employees.</p>
<p>Outcomes of Role</p> <ul style="list-style-type: none"> • 100% accurate management of customer build standards. • 100% control of customer/supplier/internal documentation.
<p>Reporting Structure</p> <p>Reporting to:</p>  <pre> graph LR OM[Operations Manager] --> TEM[Technical Engineering Manager] TEM --> TO[Technical Officer] </pre>

<p>Responsibilities</p> <ul style="list-style-type: none"> • Manage and maintain the documentation control database and generate reports on request. • Manage and maintain the receipt and registration of customer information and reply on receipt when appropriate. • Manage and maintain the distribution of internal documentation to other departments. • Study/research electronic and mechanical components using various sources and register them on the company ERP system. • Support the ECN/Build deviation process. • Work on one’s own initiative or part of a Project team, managing own workload. • Support junior staff with mentoring / development program. • Ensure that all company operating values and compliance procedures are adhered to at all times, including quality management, health and safety, legal stipulation, environmental policies and general duty of care. • Any other duties deemed necessary
<p>Authority Levels</p> <ul style="list-style-type: none"> • To be agreed with your Line Manager

Person Specification

<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Skills (include professional or educational qualifications required)	
<ul style="list-style-type: none"> • PC Literate – Microsoft Office / Internet. • Basic electronic component knowledge. 	
Knowledge	
<ul style="list-style-type: none"> • Electronic contract manufacturing industry. • Documentation Control. • Assembly Build skills. 	

Competencies

Leading and Deciding
<ul style="list-style-type: none"> • Takes initiative, acts with confidence and works under own direction. • Initiates and generates activity.
Supporting and Cooperating
<ul style="list-style-type: none"> • Demonstrates integrity. • Demonstrates an interest in & understanding of others. • Listens, consults others and communicates proactively.
Interacting and Presenting
<ul style="list-style-type: none"> • Relates well to people at all levels. • Speaks clearly and fluently. • Projects credibility. • Establishes good relationships with customers and staff. • Builds wide and effective networks of contacts inside and outside the organisation.
Analysing and Interpreting
<ul style="list-style-type: none"> • Writes in a well-structured and logical way. • Applies specialist technical expertise. • Shares expertise and knowledge with others. • Demonstrates an understanding of different organisational departments and functions. • Probes for further information or greater understanding of a problem. • Produces workable solutions to a range of problems. • Demonstrates an understanding of how one issue may be part of a much larger system. • Develops job knowledge and expertise through continual professional development.
Creating and Conceptualising
<ul style="list-style-type: none"> • Demonstrates a rapid understanding of newly presented information. • Takes account of a wide range of issues across, and related to, the organisation. • Works strategically to realise organisational goals. • Gathers comprehensive information to support decision making.
Organising and Executing
<ul style="list-style-type: none"> • Plans activities and projects well in advance and takes account of possible changing circumstances. • Manages time effectively. • Focuses on customer needs and satisfaction.

- Works in a systematic, methodical and orderly way.
- Follows procedures and policies.
- Consistently achieves project goals.

Adapting and Coping

- Adapts to changing circumstances
- Works productively in a high pressure environment.
- Deals with ambiguity, making positive use of the opportunities it presents.

Enterprising and Performing

- Controls costs and thinks in terms of profit, loss and added value.
- Accepts and tackles demanding goals with a professional outlook.

HR Manager Name: _____

HR Manager Signature: _____

Date: _____

Job Holder Name: _____

Job Holder Signature: _____

Date: _____