

<b>Job Title:</b>	General Production Operator
<b>Department:</b>	Production
<b>Location:</b>	Edge Lane, Manchester
<b>Reporting to:</b>	Team Leader/Production Manager
<b>Direct Reports &amp; Responsible for:</b> (staff, materials, equipment & money)	No direct reports  Assembling & testing products to documented standards & Company QA standards & procedures, assisting with the NPI process, adhering to individual responsibilities for H&S and maintaining good housekeeping standards.
<b>Contacts with:</b> (main internal/external contacts outside the dept.)	Team Leaders, Operators, Production Engineering, Supply Chain, QA, & Purchasing
<b>Main Responsibilities &amp; Duties:</b> (regular & occasional, defined & discretionary, administrative, technical & staffing)	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>- Manual dexterity, soldering, crimp &amp; use of general hand assembly tools</li> <li>- Read, interpret &amp; work from engineering drawings, method sheets or samples</li> <li>- Use of process materials including resins, glues &amp; curing systems and/or agents</li> <li>- General component identification</li> <li>- Use of computerised assembly, test &amp; stock control systems &amp; peripheral equipment</li> </ul> <p><b>Assembly</b></p> <ul style="list-style-type: none"> <li>- Assembly of optical units, wiring looms, cables, electro mechanical assemblies &amp; finished products adhering to Company documentation &amp; to agreed QA standards</li> <li>- Ensure that the integrity &amp; quality of the materials used in the process meet the required standards</li> </ul> <p><b>Testing &amp; Packing</b></p> <ul style="list-style-type: none"> <li>- Test or calibration of assemblies using a range of Company bespoke processes; PC based, mechanical &amp; manually operated equipment</li> <li>- Ensure the integrity &amp; quality of the product passed to the next stage of the process</li> <li>- Packing operations ranging from bagging &amp; labelling individual items to site kits containing multiple products &amp; accessories into bespoke carry cases</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>- Working in all areas of production using a range of different processes</li> <li>- Handling process materials safely to prevent degradation</li> <li>- Working to Company standards &amp; procedures at all times</li> </ul> <p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>- Comply with Company H&amp;S procedures &amp; legislation at all times</li> <li>- Identify any hazards, make safe &amp; report as per Company H&amp;S procedures</li> <li>- Ensure correct use &amp; storage of PPE &amp; RPE</li> </ul> <p>- Any additional duties deemed appropriate which are within the job holders capabilities</p>
<b>Performance Indicators:</b> (Measures by which the individuals' performance will be monitored & assessed)	Performance will be monitored through Company standards & on a task by task basis Production skills matrix

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications/Education &amp; Training</b>	<ul style="list-style-type: none"> <li>- GCSE Grade C – Maths, English</li> </ul>	<ul style="list-style-type: none"> <li>- NVQ Level 3 qualification or higher</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Assembly, test, packing &amp; material handling processes</li> <li>- Optical assembly or detailed fine assembly work</li> <li>- Computer based processes</li> <li>- Mechanical &amp; electronic processes.</li> <li>- Use of documentation (bill of materials, assembly drawings)</li> <li>- Health &amp; Safety</li> </ul>	<ul style="list-style-type: none"> <li>- Engineering change implementation</li> <li>- Working within a disciplined ISO9001 environment</li> </ul>
<b>Company Competencies &amp; Skills:</b> (The Company Competencies should go here with the level required for the job i.e. Customer Focus Level 1 etc. Specific skills for the job should also be included here)	<b>Company Competencies</b> <ul style="list-style-type: none"> <li>- Customer Focus Level 2</li> <li>- Communicating &amp; Influencing Level 1</li> <li>- Drive &amp; Determination Level 1</li> <li>- Problem Solving/Initiative Level 2</li> <li>- Technical/Functional Excellence Level 2</li> <li>- Planning &amp; Business Performance Level 1</li> </ul> <b>Skills</b> <ul style="list-style-type: none"> <li>- Good organisational skills</li> <li>- Ability to work on own initiative &amp; to strict timescales</li> <li>- IT literate, good working knowledge of MS Excel, Word &amp; Outlook</li> </ul>	<ul style="list-style-type: none"> <li>- Data manipulation &amp; analysis of Excel</li> </ul>
<b>Personal Attributes</b>	Pro-active, Team player, Self-motivated Accurate, Attention to detail	
<b>Contra-indicators</b> Attributes which may prevent an individual from performing the job, e.g. a field sales person who does not drive)	<ul style="list-style-type: none"> <li>- Allergies to process materials</li> <li>- The role will involve heavy lifting.</li> <li>- Inability to work with magnets or in/around magnetic fields</li> </ul>	