

Job Title:	Technician/Advanced Technician
Department:	Engineering & Manufacturing
Last Updated:	01.08.2025
Version:	2

ROLE TITLE: Technician

Reports to: Engineering Capability Lead

Direct reports including contractors: None

Budget: None

Key relationships:

- Reports to ECL
- Provides information to/ liaises with REs, ECL, HoVS and TPMs and TPLs
- Mentors Apprentices, Associate Technicians, Trainees

ROLE PURPOSE:

- To complete practical engineering tasks in line with requirements. This will be un-supervised in some complex and non-complex circumstances.

MAIN ACTIVITIES:

Technical

- Complete a range of engineering processes in line with MIS's in conjunction with process specifications. Operate as a competent technician with minimum supervision and oversee the work of Apprentices, Associate Technicians or Trainees.
- Carry out routine maintenance as required. Use own discretion when addressing non-routine maintenance/break down issues and escalate as appropriate.
- Advise Research Engineers in defining complex and non- complex processes/methods. Review and select appropriate techniques, procedures and methods to undertake tasks; explaining the reasoning behind a decision and its implications.
- Assist and leads Apprentices, Trainees and Associate Technicians with practical engineering tasks. Be able to demonstrate accurately the use of equipment or techniques.
- Solve problems found with engineering data or documentation. Prepare justified recommendations for any inaccuracies and/ or challenge discrepancies in documentation and specifications. Take an analytical and methodical approach to problem solving, identifying causes and achieve satisfactory solutions.
- Analyse how a technology/ method or process could be developed to support engineering requirements by explaining how this will meet future engineering needs.
- Complete tasks to support project requirements by performing practical tasks to complete a range of technical activities. This may be with supervision in more complex circumstances.
- Apply and develop innovative approaches to investigate, evaluate and develop practical solutions in basic and some complex technical contexts. This level of innovation may include concepts for a new generation of an existing system or process where limited existing knowledge exists. This is medium risk.
- Complete documents detailing outcomes of the technical activity being assessed and provide recommendations going forward

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Customer Interaction

- Actively engages with and presents customers with informative updates on progress, successes and challenges until activity completion to enhance customer relationships.
- Pursue opportunities for collaborative working by proactively working with other to achieve shared goals and better position NCC technical capabilities.

Health & Safety

- Review and report on safe working practices; highlight potential risks and hazards and work with others to improve safe working practices.
- Recognise and highlight the need for risk/COSHH assessments. Assist with their creation and follow-up on actions.
- Contribute to root cause analysis and non-conformance investigations/reports. Suggest future improvement to minimise risk of repeat issues.

This Job Description is not an exclusive or exhaustive list of all activities that an individual in this position may be asked to perform. You may be required to undertake other responsibilities or activities, as requested by your line manager, to support your team or wider NCC activities.

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PERSON SPECIFICATION

Essential	Desirable
<u>Qualifications/Experience</u> <ul style="list-style-type: none"> ■ BTEC and NVQ Level 3 in Engineering (Chemical or Manufacturing), Chemistry or equivalent Apprenticeship ■ Considerable experience of hands-on manufacturing 	<u>Qualifications/Experience</u> <ul style="list-style-type: none"> ■ Considerable hands-on composite manufacturing work experience ■ Accredited as an Engineering Technician
<u>Behavioural Competencies</u> <ul style="list-style-type: none"> ■ Able to demonstrate an analytical and methodical approach to work ■ Demonstrable understanding of and ability to use appropriate methods (i.e. equipment, processes) in both routine and complex contexts ■ Able to check the quality and accuracy of own work as well as that of others ■ Able to earn the trust and confidence of colleagues through the competent and timely completion of tasks ■ Actively seeks out opportunities ■ Able to express both routine and some complex technical information effectively, including giving some technical direction to Apprentices, Trainees and Associate Technicians, using appropriate media best suited to the audience and context ■ Awareness of the NCC's short term strategic technical engineering position ■ Presents a professional image in all circumstances including relations with internal and external customers, visitors and other stakeholders ■ Able to prepare coherent technical documentation ■ Understands the importance of and actively engages in learning and 	<u>Behavioural Competencies</u> <ul style="list-style-type: none"> ■ Understands the importance of being a member of a professional technical community and learning from its knowledge and standards

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Essential	Desirable
<p>professional development. Committed to self-review and performance evaluation as a means of tracking development and achievements</p>	

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ROLE TITLE: Advanced Technician

Reports to: Engineering Capability Lead

Direct reports including contractors: None

Budget: None

Key relationships:

- Reports into and collaborates with ECL
- Advises ECL, HoVS and TPMs and TPLs on technical principles
- Mentors Apprentices, Trainees and Associate Technicians

ROLE PURPOSE:

- To solve and assess practical engineering tasks and technical challenges in line with requirements. This will be in a range of complex and non-complex contexts.

MAIN ACTIVITIES:

Technical

- Advise on a range of complex engineering processes/methods. Operate as an advanced technician, analysing requirements and advising on scope and options, within the technical area, in a range of complex and non-complex contexts.
- Carry out routine maintenance as required. Use your discretion when addressing non-routine maintenance/break down issues and escalate as appropriate.
- Identify and implement requirements for machine maintenance and servicing, both ad hoc and routine.
- Analyse and assess how process/methods/equipment can be developed and improved.
- Train other technicians/apprentices/ trainees in engineering processes/methods and be able to assess competence of others.
- Solve problems found with engineering data or documentation. Prepare justified recommendations for any inaccuracies and/ or challenge discrepancies in documentation and specifications. Take an analytical and methodical approach to problem solving, identifying causes and achieve satisfactory solutions.
- Actively develop or support the development of a technology/ method or process to support future engineering requirements.
- Autonomously complete complex tasks to support project requirements by performing practical tasks to complete a range of technical activities.
- Review and justify innovative approaches to direct and appraise the development of practical solutions in a range of complex and non-routine technical contexts. This level of innovation is evolutionary and may include a new concept to replace the primary function of an existing process or capability and is medium-high risk.
- Keep up to date with technical developments relevant to your area to keep the NCC at the forefront of composites technology and processes.

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- Complete and review/appraise documents detailing outcomes of the technical activity being assessed and provide recommendations going forward

Customer Interaction

- Actively engages with and presents customers with informative updates on progress, successes and challenges until activity completion to enhance customer relationships.
- Pursue opportunities for collaborative working by proactively working with other to achieve shared goals and better position NCC technical capabilities.

Health & Safety

- Role model safe working practices; highlight potential risks and hazards and develop ways to improve safe working practices.
- Recognise and highlight the need for risk/COSHH assessments. Review assessments and lead on the completion of actions.
- Contribute to root cause analysis and non-conformance investigations/reports. Develop improvements to minimise risk of repeat issues.

This Job Description is not an exclusive or exhaustive list of all activities that an individual in this position may be asked to perform. You may be required to undertake other responsibilities or activities, as requested by your line manager, to support your team or wider NCC activities.

PERSON SPECIFICATION

Essential	Desirable
<u>Qualifications/Experience</u> <ul style="list-style-type: none"> ■ BTEC and NVQ Level 3 in Engineering (Chemical or Manufacturing), Chemistry or equivalent Apprenticeship ■ Significant experience of hands-on manufacturing 	<u>Qualifications/Experience</u> <ul style="list-style-type: none"> ■ Significant hands-on composite manufacturing work experience ■ Accredited as an Engineering Technician Fellow

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Essential	Desirable
<u>Behavioural Competencies</u> <ul style="list-style-type: none"> ■ Demonstrable ability to justify alternative engineering approaches and compare potential outcomes against appropriate criteria to justify an optimal or new engineering concept ■ Demonstrable understanding of and ability to use appropriate methods (i.e. equipment, processes) in complex contexts ■ Able to check the quality and accuracy of own work as well as that of others ■ Able to earn the trust and confidence of colleagues through the exemplary completion of tasks ■ Actively seeks out opportunities ■ Able to express advanced and a range of complex technical information effectively and succinctly, issuing instruction, engaging in discussion, justifying arguments, debating and negotiating – to technical and non-technical audiences ■ Demonstrable ability to competently train others in engineering processes and methods ■ Awareness of the NCC's short-medium term strategic technical engineering position ■ Presents a professional image in all circumstances including relations with internal and external customers, visitors and other stakeholders ■ Able to prepare exemplary technical documentation using appropriate media best suited to the audience and context ■ Understands the importance of and actively engages in learning and professional development. Committed to self-review and performance 	<u>Behavioural Competencies</u> <ul style="list-style-type: none"> ■ Understands the importance of being a member of a professional technical community and learning from its knowledge and standards

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Essential	Desirable
evaluation as a means of tracking development and achievements	