

	Doc Type: TIER 3 - FORM	Document Number / Issue
	Title: JOB DESCRIPTION	HR-FM-02 Issue 2
	Department: HUMAN RESOURCES	Issue Date : 25/04/2023

JOB DESCRIPTION

Job Title:	Machine Operative		
Department:	IPC2	Reporting To:	IPC2 Product Champion
Location:	CIL House, Andover, Hampshire		
Contract:	Permanent	Hours:	Monday - Thursday: 08:30 – 17:00 Friday: 08:30 – 15:30

ABOUT US

At Custom Interconnect we plan to succeed and never fail! Our values dictate that we have an unrivalled passion for providing the best Electronics Manufacturing Support on offer, with an honest and open attitude to business.

Our vision is to be customers' first choice for the manufacture of mission critical, high technology electronics, adding value globally, and we are dedicated to delivering innovation and service excellence by investing in; design, build and fulfilment of our Customers Products.

Formed in 1987, as a company CIL have grown steadily to become one of the major Electronics Manufacturing Service companies available today. Located in Andover, Hampshire, our 3 manufacturing facilities comprises 80,000sq ft of modern production space to meet our customers' needs.

PURPOSE OF ROLE

As a Machine Operator, you will ensure that machinery is operated in a safe manner; ensuring the effective running of production.

PRIMARY ROLES & RESPONSIBILITIES

- Operate machinery as per Standard Operating Procedures
- Identify and report product quality issues
- Record production data that ensures full product traceability
- Deliver achievement of production plan by ensuring material yield and machine availability is optimised
- Focused on detail with a 'Right First Time' attitude
- Adhere to the Health and Safety requirements and regulations
- Adhere to the Company IT and Data policy
- Comply with the statutory requirements and regulations and Company requirements
- Carry out any other reasonable request which is for the benefit of the business
- Assist in the training of team members ensuring best practice standards are maintained

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TECHNICAL KNOWLEDGE/QUALIFICATIONS

- General secondary education
- Use of fine tools and microscopes advantageous
- Computer literate
- Good level of communication skills with the ability to relay information at a level relevant to the audience
- Experience in a manufacturing environment

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes. Custom Interconnect are unable to provide sponsorship to individuals who do not hold Right to Work in the UK.

PERSON SPECIFICATION

'IPC2 Machine Operative'

Competency Definition	Description of Activities/Behaviours
<p>Planning and Organising Organises and prioritises to achieve results.</p>	<ul style="list-style-type: none"> • Seeks out work/takes next job when finished • Makes best use of time available • Manages own workload • Ensures work environment clean and tidy • Completes relevant paperwork on time
<p>Performance Improvement Initiates support or responds to change by continually striving to improve processes or performance consistent with the needs of the business.</p>	<ul style="list-style-type: none"> • Checks work to ensure right first time • Contributes ideas for improvement • Identifies discrepancies in information • Sets high personal standards • Strives to achieve deadlines • Focus on quality and service • Identifies opportunities for training and self-development
<p>Focus on Output Manages processes/people in ways which deliver high standards and results to agreed deadlines</p>	<ul style="list-style-type: none"> • Accepts reasonable instructions • Works methodically and systematically to achieve quality results • Completes tasks in accordance with required technical specifications • Obtains and interprets specification accurately • Achieves agreed deadlines • Pays attention to detail to ensure highest quality is achieved
<p>Problem Solving Identifies problem and takes appropriate action based on evaluation of all possible options.</p>	<ul style="list-style-type: none"> • Uses technical expertise to identify problems • Utilises most appropriate method for completing tasks • Understand commercial/financial impact of own roles and acts accordingly • Knows when to refer matters upward
<p>Communication Expresses self with confidence and clarity written and verbally and demonstrates effective listening</p>	<ul style="list-style-type: none"> • Completes all relevant paperwork clearly • Prepared to give an opinion • Presents options/facts logically using appropriate language
<p>Flexibility Responds positively to changing situations/priorities in order to achieve company objects</p>	<ul style="list-style-type: none"> • Responds positively to changing priorities • Remains focused when under pressure • Able to handle a variety of different tasks • Willing to learn additional skills • Prepared to work additional hours
<p>Team Working Works effectively with others throughout the Company towards attainment of Company goals</p>	<ul style="list-style-type: none"> • Shares on knowledge/expertise within the team • Maintains positive relationships with other departments • Puts forward ideas at team meetings • Once skilled, willing to train others • Recognise impact of own actions on other functions