

JOB DESCRIPTION

Technical Author

Overview

Whether it's industrial embedded computing, custom lithium battery packs, secure communication systems, antennas, or imaging technology we design, manufacture and supply it.

From the ocean floor to the edge of space, Steatite innovation is making sure that vital technology operates consistently, reliably, and above all safely, around the clock.

Our products can be found gathering scientific insight in the cold and crushing depths at the ocean floor, transmitting high bandwidth data across hostile terrain, processing colossal amounts of traffic data, and enabling secure ticket sales on board a train.

From the first day of your employment with us, you will be part of an organisation that cares for your safety and wellbeing and strives to make every day at work rewarding.

If you would like to work for a forward-thinking progressive business with a passion for growth, please read on!

Summary Details

Job Type:	Site based
Job Title:	Technical Author
Location:	Redditch, Worcestershire
Hours:	38 hours worked Monday - Friday
Salary Package:	Competitive
Benefits	<p>25 days holiday increasing plus bank holidays, increasing with length of service</p> <p>Discretionary annual bonus</p> <p>Pension – 5% employee, 4% employer (salary sacrifice)</p> <p>Development opportunities relevant to your role</p> <p>Enrolled in Employee Share Scheme following 12 months service</p> <p>Access to Westfield Healthcare scheme, including:</p> <ul style="list-style-type: none"> • Corporate Health Cash Plan including cover for dependents • Employee Assistance Programme • Discounted Gym membership

	<ul style="list-style-type: none"> • Retail & Travel discount scheme • Wellbeing App
Qualifications:	A degree in Engineering, English, Writing or similar

The type of person we are looking for

We are seeking someone who has a flexible and adaptable approach to their workload, who is curious and open minded and keen to seek out evolving and innovative ways to add value to the role. You must be able to work effectively and inclusively with a range of people and be determined, resourceful and driven to deliver the best results for our customers and the business. You will have a passion for and be eager to learn new skills and seek development opportunities in the course of your employment. Reporting to the Head of Systems Engineering, the purpose of this role is to produce and update technical documentation for a variety of systems and equipment in various formats based on the intended audience.

Please note that this role will be subject to Security Clearance. As such, factors including your nationality, previous nationalities that you may have held, and your place of birth may affect your eligibility to apply for this role.

The Role

This role encompasses the following responsibilities:

- Understand/interpret a variety of technical documents and drawings.
- Ability to use a wide variety of sources of information to extract necessary and important data in order to populate procedures and operational documentation.
- Understanding of/experience working in a regulated environment.
- Appreciation/understanding of/experience working in industrial and / or military areas together with their associated hazards.
- Research and evaluate engineering source data and specifications.
- Develop or maintain technical publication elements to include theory of operations, testing and troubleshooting procedures, illustrated parts breakdown, removal and installation procedures and schematic diagrams.
- Coordinate the preparation of illustrative materials.
- Conduct quality and in process reviews and validation of technical publications.
- Assist with the development of multiple publication elements for all levels of maintenance, retrofit and repair.
- Assist with the collection, research and analysis of source data.
- Assist in analysing technical requirements to determine project scope and deliverables from a documentation perspective.

Key Competencies

- You have exceptional written communication skills and excellent attention to detail.
- You have an ability to understand and interpret technical products to both a technical and non-technical audience.
- You have strong communication and collaboration skills.
- Experience of working with military specifications and document formats.
- Ability to work on multiple projects simultaneously.
- Competent in the creation and editing of drawings, layout of documents and the creation of text to a professional standard.
- Proficient in the creation of clear complex documentation to support an Engineering readership.
- Able to interpret technical detail/specifications and convert them into a variety of different formats, taking the end user into consideration.
- Experience of Technical Authoring software packages.
- **The successful candidate must be able to achieve SC security clearance for this role**

Useful Additional Expertise

The following would be advantageous but are not essential:

- A background in Engineering demonstrated through a HND equivalent or above in Electronic Engineering or an associated subject
- Experience or exposure to Data Modules (DMs) Component Maintenance Manuals (CMMs) Initial Provisioning Lists (IPLs), and Interactive Electronic Technical Publications (IETPs)
- Experience of working with recognised industry standard technical publishing software