**Eastern Transformers & Equipment Ltd**

**Job and Person Profile:** Trainee Electrical Design & Testing Engineer

**Date:** May 2017

**Current Job-Holder(s):**

**Responsible to:** Bob Tapping, Managing Director & Nick Cracknell, Joint Managing Director.

1. **Job Purpose:**

*To help manage the technical aspect of the business, in relation to the electrical design and testing of transformers, so as to ensure that products perform correctly in relation to the specification and that they meet the required electrical standards.*

1. **Tasks, Activities & Responsibilities:**

* To learn the technical aspects of transformer design and testing together with the electrical principles which underpin them, e.g. voltage, current, capacitance, resistance and VA, etc.
* To learn how to design models of transformers and component parts using AutoCAD.
* To be able to read and understand company documentation, such as job “drawings” or “design-sheets”, together with the “production-sheet”, which describe the requirements for each job.
* To carry out visual inspection of products at the post-varnish stage:
  + Against the requirements of the drawing for the product.
  + Ensuring correct marking and labelling.
* Ensuring that products have been assembled correctly in accordance with the drawing.
* If any deviations from requirements are discovered, to pass the product(s) back to the person who made them for rectification.
* To carry out “type-testing” as required, to prove that a new design works and completing type and routine test documentation.
* To ensure that test carried out demonstrate that products are compliant with various legal or industry standards, e.g. EN.
* Feeding back comments from customers to management, to assist with continuous improvement processes.
* To follow all health and safety risk-assessment rules/guidance, e.g. for manual handling.
* Carrying out tasks safely at all times, according to specified procedure, seeking help as required.
* To always work in a safe, tidy and orderly manner.
* Any other duties as may be reasonably required that are commensurate with the post.

1. **Key Result Areas**

* Learning and understanding the technical aspects of transformer design.
* Learning AutoCAD, ultimately, to an advanced level.
* To create accurate technical designs.
* Sticking to agreed procedures for testing processes.
* Accurate compilation of design and BoMs.
* Working safely.
* Timeliness – completing jobs by the specified due-date.

1. **Person Specification**

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|  | **Essential Requirements** | **Desirable Requirements** |
| **Education & Qualification** | * Minimum 5 GSCEs and Grade C or equivalent, to include Maths, English and Science. | * An Electrical Engineering Level 3 Diploma, ideally to include a 3-phase systems and electrical technology module. |
| **Specialist Knowledge & Skills** | * Basic understanding of electrical concepts and terms, such as volts (V), amps (A), watts (W), frequency (Hz), impedance (Z, ohms), capacitance (F, farads), resistance (R), 3-phase and single-phase. | * Previous experience with AutoCAD. |
| **Experience** | None identified. | * Having done something similar, elsewhere. * Familiarity with the factory-environment. |
| **Personal Qualities & Attributes,**  **Desired Behaviours, Attitudes** | * Attention to detail/working with precision and quality-orientation. * Planning and organising. * The ability and willingness to take instructions. * The ability to carry out routine work. * Learning agility or “Trainability” – the ability and desire to learn own role and others, as necessary. * Commitment to the company for the long-term. * Honesty and integrity. * Being polite and respectful at all times. * Punctuality and reliability. * Safety-consciousness. * Tidiness and orderliness. | * The ability to come up with good ideas to improve processes. |
| **Additional Requirements** | None identified. | None identified. | |

Whilst the information given above describes the requirements for fully competent or ideal performance in this role, the Company recognises that all employees will require on-going support to achieve this vision. It is therefore committed to the continuous development of all its employees. As part of this commitment, the Company will seek to compile a comprehensive personal development plan (PDP) for all employees, in consultation with them, as part of its performance-management processes. The Company requires all employees to engage constructively and effectively with their PDP, in order to assist the Company achieve its business objectives, for the duration of their employment with the Company.