



Role Title	QA Production Technician		
Job Family	Property and Construction	Sub Category	Skilled Trade
Behaviours	<ul style="list-style-type: none"> Making Effective Decisions 	<ul style="list-style-type: none"> Managing a Quality Service 	<ul style="list-style-type: none"> Delivering at Pace
Purpose	Produce bespoke SCR for the business in accordance with FCDO Services guidelines.		

Key Accountabilities

- Maintain accurate recording of packing lists to ensure the SCR is complete when packed.
- Maintain stock levels to meet demand.
- Prepare and check accuracy of SCR components prior to despatch.
- Ensuring components delivered from external suppliers meet the requirements and are undamaged.
- Manage goods movements within the warehouse and workshops to ensure a smooth flow of materials.
- Undertake daily/weekly/monthly H&S inspections of work equipment and environment to ensure safe working.
- Support Procurement of production materials, equipment and services to ensure demand can be met.
- Maintain own professional development with the role offering the opportunity for further qualification in a wood/metal work discipline.

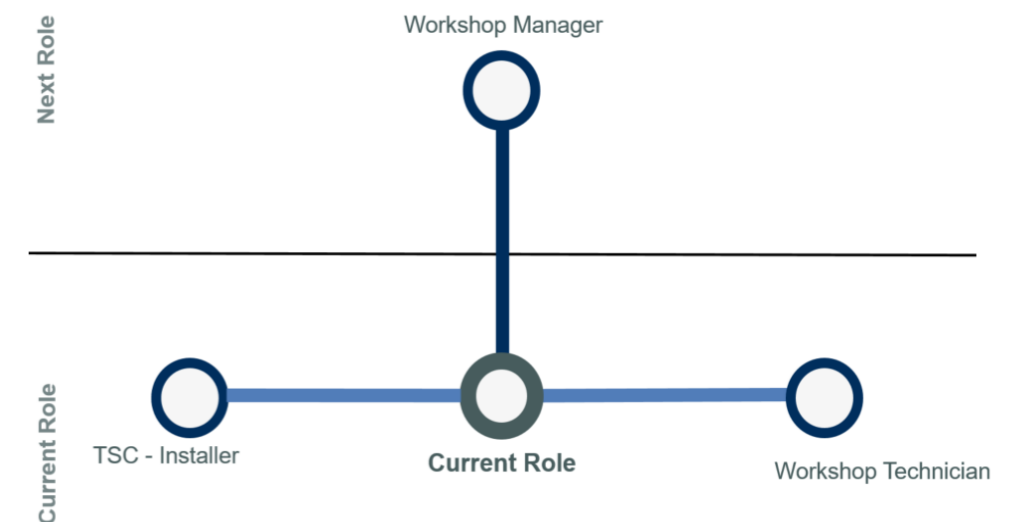
Authority and Scope

- Ensure QA is completed in accordance with the required standards.
- Ensure SCRs recorded accurately and in accordance with FCDO Services policies.
- Ensure all relevant Health & Safety regulations are observed.
- As required, mentor apprentices.

Internal and External Communications

- Project Managers – to help prioritise workload to meet agreed deadlines.
- Logistics Team – to coordinate phasing of workload.
- Design Engineers – to confirm design details.

Potential Next Career Moves



Skills

- Interest in a wide range of practical skills i.e., carpentry, construction, electronics.
- Planning and organising.
- Administrative/secretariat.
- Interpret professional/technical documents.
- Powered access vehicles*

*Can be developed in role.

Qualifications, Knowledge and Experience

Essential

- Knowledge and experience of the components and make up of an SCR.
- Knowledge and experience of Workshop Health and Safety.
- High risk manual handling.
- Level 2 qualification in Production, Manufacturing or Logistics or equivalent experience.

Desirable

- Level 2 Award in Supervising Staff Safety (British Safety Council), or equivalent
- Trained in Wood Working Machinery*
- Trained in First Aid

*Can be developed in role.