

**MIRA CALIBRATION CENTRE  
JOB DESCRIPTION**



<b>Title of Job</b>	Instrument Calibration Technician
<b>Department</b>	Instrument Calibration and Repair
<b>Sub Band</b>	
<b>Location</b>	Nuneaton
<b>Reason for Vacancy</b>	
<b>Would You Consider Using a Contractor?</b> (If so, give likely duration)	
<b>Responsible To:</b> (Give titles)	Head of Calibration
<b>Titles of any Subordinates</b>	None
<b>Main Purpose of Job</b>	To conduct instrument calibration.
<b>Key Functions</b>	<ul style="list-style-type: none"> <li>• Perform multi-disciplinary instrument calibration without supervision to approved procedures.</li> <li>• Maintain proper calibration records.</li> <li>• Work as a team with other Calibration Centre Staff,</li> <li>• Perform an initial assessment of instrument faults arising during calibration.</li> <li>• Maintain laboratory systems for calibration equipment storage.</li> <li>• Use computer databases for equipment management.</li> <li>• Setting up and programming of reference equipment.</li> <li>• Quickly learn the use of new reference equipment &amp; methods.</li> <li>• Component level changes to instruments including the installation of surface mount devices.</li> <li>• Planning and execution of instrument calibration on client sites including client liaison.</li> <li>• Assist Engineering staff with the development &amp; evolution of calibration methods &amp; reference equipment.</li> <li>• Preparation of technical calibration reports for clients.</li> <li>• Use computer based systems for the processing of calibration data.</li> <li>• Ensure all reference standards and calibration equipment are maintained and used in a suitable manner.</li> <li>• Use of manual handling equipment including a fork lift</li> </ul>

<b>Promotion Prospects</b>	Limited
<b>Essential Qualifications</b>	ONC (Level 3) in Electronic Engineering or Equivalent. Driving licence Requirement: Knowledge of UKAS ISO 17025
<b>Preferred Qualifications</b>	HNC (Level 4) in Electronic Engineering Measurement NVQ Level 3
<b>Essential Experience</b>	2 year i a simila rol withi a multi- Calibration laboratory.
<b>Preferred Experience</b>	2 year workin i a multi- UKA accredite Calibration laboratory.
<b>Wha i th Candidat Likel t be Doing Now?</b>	Workin a par o a tea i a multi- instrumen Calibration Laboratory.
<b>Other Information</b>	<ul style="list-style-type: none"> <li>• Ability to manage his/herself (in terms of self-awareness and self-control) and their relationships with others</li> <li>• Good English based communication skills.</li> <li>• Good timekeeping.</li> <li>• Ability to learn new skills quickly.</li> <li>• Ability to work on own initiative.</li> <li>• Some shift working.</li> <li>• Some working at other UK MIRA Sites.</li> </ul>