

**MIRA CALIBRATION CENTRE
JOB DESCRIPTION**



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

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