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	Title: <b>JOB DESCRIPTION</b>	<b>FM-15 Issue 2</b>
	Department: <b>HUMAN RESOURCES</b>	Issue Date : 27/10/2015

# JOB DESCRIPTION

Job Title:	Graduate Micro Electronics Engineer	Reporting To:	Head of Micro Electronics
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We are looking a graduate who has an understanding of how to tackle technical challenges so that even if the answer is not known, the right questions are asked using a methodical approach to solving a technical problem.

CIL's speciality is in assembling what customers design using our extensive clean room knowledge of the materials and processes involved in the assembly and how they behave.

- Qualifications**
- Educated to degree or HND level in a scientific and/or engineering discipline.
  - Manufacturing Engineering preferred
  - Knowledge of materials and/or metallogics advantageous.
- Experience**
- No experience is required in this field as this will be attained in-house.
  - Hands-on knowledge of making small assemblies, microscopes working in electronics manufacture/clean rooms may be an advantage, however we are looking to mould candidates to CIL's business and its customers.
  - The successful candidate will be required to spend a considerable time (several months) running production equipment for production to learn the fundamentals of what we do.
- Knowledge (Advantageous)**
- Materials. We use a lot of different epoxies and glues to bond dies to PCBs and they all behave differently in different applications.
  - Good mechanical knowledge/understanding. The ideal candidate will be able to pick-up how to operate most machinery quickly because they understand or are capable of understanding the fundamentals of how they work.
  - Experience of Solidworks. The ideal candidate will be expected to produce drawings/sketches of jigs and fixtures.
  - Wirebonding/Eutectic bonding/Gold Wedge Bonding, Lidding and Sealing.

**OTHER RESPONSIBILITIES**

- Adhere to the Health and Safety requirements and regulations
- Adhere to the Company IT and Data policy
- Comply with the statutory requirements and regulations and Company requirements
- Assist in the training of team members ensuring best practice standards are maintained
- Carry out any other reasonable request which is for the benefit of the business

## PERSON SPECIFICATION

Graduate Micro Electronics Engineer

Competency Definition	Description of Activities/Behaviours
<p><b>Planning and Organising</b>            Organises and prioritises to achieve results.</p>	<ul style="list-style-type: none"> <li>• Applies leadership and management skills to all tasks &amp; projects undertaken.</li> <li>• Reprioritises when plans change in line with engineering plans</li> <li>• Organises self and time to achieve deadlines.</li> <li>• Strives to complete tasks in efficiently as possible.</li> </ul>
<p><b>Performance Improvement</b>            Initiates support or responds to change by continually striving to improve processes or performance consistent with the needs of the business.</p>	<ul style="list-style-type: none"> <li>• Agrees improvement objectives for self with management.</li> <li>• Takes ownership of personal performance.</li> <li>• Identifies opportunities for change in line with best practice.</li> <li>• Highlights blockages in process and suggests methods for improvement</li> <li>• Embraces new ideas from other departments.</li> </ul>
<p><b>Problem Solving</b>            Identifies problem and takes appropriate action based on evaluation of all possible options.</p>	<ul style="list-style-type: none"> <li>• Identifies and suggests targets to improve manufacturing productivity and reduce waste.</li> <li>• Re-prioritises tasks or suggests new priorities when problems arise.</li> <li>• Strives to identify the best long-term solution to a problem.</li> </ul>
<p><b>Analytical Thinking</b>            Thinks logically and obtains all relevant data in order to make objective decisions.</p>	<ul style="list-style-type: none"> <li>• Analyses data and draws logical conclusions based on data, knowledge and experience.</li> <li>• Determines methodical solutions to tasks.</li> <li>• Seeks help on tasks where necessary from those best qualified to do so.</li> </ul>
<p><b>Understanding the Business</b>            Recognises and understands the complexity of the market place and the business and how these impact on each other.</p>	<ul style="list-style-type: none"> <li>• Balances the demands of customers with the needs of the company in order to maximise quality.</li> <li>• Communicate engineering requirements to other departments and vice versa ensuring these requirements are met in a timely and effective manner.</li> <li>• Strive to meet customer demands wherever possible ensuring the implications of customer demands and the company are properly communicated and understood.</li> </ul>
<p><b>Influencing</b>            Gains commitment and cooperation from others using appropriate interpersonal style.</p>	<ul style="list-style-type: none"> <li>• Presents information positively and enthusiastically.</li> <li>• Communicates engineering requirements to other departments in a positive way.</li> <li>• Uses clear, concise and positive language in all communications</li> </ul>