



JOB PROFILE

JOB TITLE: Quality Controller (Standard)	DEPARTMENT: Poynton - QA	REPORTING TO: Quality Assurance Manager
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MAIN PURPOSE OF JOB:

Responsible for ensuring all products within STI Poynton are manufactured in accordance with approved procedures and quality standards. Coaching Production staff to ensure adherence to quality of products, documentation (including test procedures) and processes. Assisting the Quality Assurance Team as tasks overlap.

MAIN RESPONSIBILITIES & KEY TASKS:

- Quality Assurance Inspection of a wide range of Electronic, Electrical and Mechanical equipment to aerospace and IPC standards. Conversant with technical drawings, wiring schematics and test specifications
- Responsible for the training & monitoring of shop floor inspection staff. Coaching Production staff to ensure adherence to quality of products, documentation (including test procedures) and processes
- Controlling and enforcing Goods Inward Inspection (GII) process
- Work closely with the Quality Assurance team to Manage, record and drive to closure Non-Conformance issues and processes whilst aiding in the population and maintenance of metrics/KPIs
- Responsible for tool and fixture calibration to required standards
- Carrying out workplace audits and act on issues found to ensure standards are complied with via training and Action Reports
- Be an active member of the Workplace ESD Compliance controlling team
- Working with Supervision to ensure requirements of COSHH legislation are followed and the integrity of the Business Management System is maintained

**Health and Safety**

- Ensure that all health and safety requirements are followed in line with company policy and procedures

Training, Learning and Development

- Take responsibility for own training, learning and development activities.

REPORTING/SUPERVISORY STRUCTURE:

Reports directly to Quality Assurance Manager.

QUALIFICATIONS:

- Time Served Skilled Electrician/Electronics Technician
- IPC 610 Trained/Certified
- A working knowledge of ISO9001, ISO14001, ISO45001 and AS9100 standards preferable
- Educated to reasonable level GCSE (Including Maths and English)

KNOWLEDGE AND SKILLS:

- Product knowledge from PCB to rack assemblies and antennas
- Able to interpret engineering drawings, BOMs and wiring schedules
- Understand component identification codes (resistors, capacitors, ICs etc.)
- Excellent attention to detail and accuracy
- Microsoft Office (WORD, EXCEL, PowerPoint) familiar
- Good written & verbal communication skills

EXPERIENCE:

- Demonstrable experience in a similar working environment.

SPECIAL FEATURES: any "out of norm" features of the job.

- SC Security Cleared
- Ability to provide on the job training/coaching
- Good problem solving/trouble shooting skills
- Ability to provide accurate information on request
- Ability to support off site activities as required
- Desire for continuous improvement using LEAN toolsets



JOB HOLDER: Signature & Date:	MANAGER: Signature & Date:
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This job profile sets out the main dimensions of the role it describes. It does not identify all individual tasks, which may be expected to change from time to time to meet operational needs.