

Role Description

Main Purpose of Position

Electrical Assembly is a discipline which covers a wide range of occupational areas including control panel assembly/wiring, machine assembly/wiring, system integration, testing and installation. The apprentice will undertake a 4 year apprenticeship with a local training provider and will complete a Level 3 Electrical Apprenticeship Standard in either Installation and Maintenance or Mechatronics Maintenance.

Areas of Responsibility

- ✓ Develop an understanding of reading, interpreting and following drawings and work instructions.
- ✓ Learn how to assemble/wire components in line with a parts list and technical drawings.
- ✓ Establish skills around operating test equipment within engineering standards.
- ✓ Working with relevant stakeholders such as internal and external customers.
- ✓ Work within Health & Safety guidance and risk assessment.
- ✓ Gain confidence in reporting problems and issues.
- ✓ Assist in providing accurate and relevant information as determined by the Electrical Team Leader.
- ✓ Any other duties deemed suitable by the Electrical Team Leader.

Reporting Relationships

Reports to: Electrical Team Leader

Direct reports: None



Person Specification

Qualifications	Essential	Desirable
English GCSE grade C/4 or above	✓	
Mathematics GCSE grade C/4 or above	✓	
Skills & Abilities	Essential	Desirable
Good written and verbal communication	✓	
Able to self-manage work, prioritise, and take initiative	✓	
Able to work to deadlines	✓	
Maintain professional relationships with all stakeholders	✓	
Self-motivated and enthusiastic	✓	
Other	Essential	Desirable
Willingness to learn and develop new and existing skills	✓	
Honest, reliable, and good time keeping	✓	
Willingness to undergo Baseline security clearance	✓	

Signed [TITLE]:

Date:

Signed [LINE MANAGER]:

Date: