

JOB DESCRIPTION			
(All 'WHITE' areas of this form are to be completed. If an area does not apply indicate N/A or None)			
JOB TITLE:	Undergraduate Engineer	DEPARTMENT:	R&D
JOB HOLDER:		EFFECTIVE DATE: (dd mmm yyyy)	25 November 2024
REPORTS TO:	[TBC]	CROSS-OUT AS APPLICABLE:	DIRECT / INDIRECT
LOCATION:	ATL-UK, Cardiff	JOB CODE/ JOB GRADE:	10
CROSS-OUT AS APPLICABLE:	PERMANENT/ FIXED TERM /TEMPORARY		
PURPOSE/SUMMARY (Brief overview of why position exists, general purpose for position)			
To contribute towards and support the new product development activities across the research and development department, whilst fulfilling all university objectives and competency requirements during the placement period.			
PRIMARY DUTIES AND RESPONSIBILITIES (List of 8– 10 key duties required of the position which are essential to the performance of this position)			
<ul style="list-style-type: none"> • Support the design, development, evaluation and documentation of the feasibility, reliability and risk of concepts and/or prototypes through engineering testing and analysis in order to demonstrate that the product performance, manufacturability, safety and cost are consistent with the customer, regulatory and production requirements. • Contribute to the detail design of full development projects in accordance with company Product Development Process (PDP) requirements to meet functional, clinical, customer and manufacturing requirements. • Assist with the development of new product manufacturing processes and equipment when necessary. • Identify potential technical problems on new products and develop solutions in an accurate timely fashion. • Ensure that all documentation, including drawing, sketches, calculations, records and test data are properly filed and maintained and to keep a full and comprehensive log book. • Attend seminars, conferences and exhibitions as deemed necessary. • Work in accordance with Company Quality Standards, procedures, processes and comply with the requirements of Good Documentation Practices and Good Manufacturing Practice. • Comply to and work within all current H&S rules and guidelines. • Demonstrate ATL's values. • All other essential duties as required and directed. 			
SUPERVISOR RESPONSIBILITIES (IF ANY) – List of subordinate positions for which this position has direct hire/discipline/budget responsibility. Indicate N/A or None if not applicable.			
N/A.			



MINIMUM/ESSENTIAL QUALIFICATIONS / COMPETENCIES

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Relevant A level subjects, e.g. Physics, Chemistry, Mathematics, Design & Technology etc.
- Completion of second year undergraduate degree in appropriate discipline, i.e. engineering, software, electronics etc
- Great communication skills including but not limited to full technical English in both verbal and written form. Open, honest, approachable and receptive to challenge and feedback.
- Creative, analytical and logical thinker seeking challenge.
- Full Microsoft Office software skills.
- Proficient in the use of SolidWorks - desirable but not essential.

PHYSICAL DEMANDS

(e.g., expectations of such items as weight needed to move or lift.) Indicate X or ✓ as applicable.

✓	Frequently Lift/Carry 25 lbs	X	Bend/Stoop/Kneel 2 hrs a day	X	Frequently Push/Pull 50+ lbs
X	Microscope/Fine close work 8 hrs a day	✓	Stand/Sit/Walk 8 hrs a day	✓	Dexterity required
✓	Vision requirements correctable to 20/20 vision	X	Operate moving vehicles	X	Other: N/A

WORK ENVIRONMENT

(e.g., excessive or non-standard expectations/potential exposure related to such things as heat, cold, noise or travel). Indicate X or ✓ as applicable.

✓	Chemicals/Solvents	X	Clean Room	X	Eye Protection
X	Infectious Disease exposure	X	Laser	X	Noise above 85 decibels
X	Radiation	X	ETO exposure	X	Other: N/A
X	No Special Work Environment				

MANAGER AND EMPLOYEE SIGN-OFFS

EMPLOYEE PRINTED NAME:			
EMPLOYEE SIGNATURE:		DATE: dd mmm yyyy	
MANAGER PRINTED NAME:			
MANAGER SIGNATURE:		DATE: dd mmm yyyy	

TO BE COMPETED BY HUMAN RESOURCES

HR PRINTED NAME:		DATE Received by HR:	
HR SIGNATURE:		dd mmm yyyy	

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