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|  | Senior Workshop Technician | Ref: HR-F-21 |
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| Job Title: | Senior Workshop Technician |
| Department: | Engineering |
| Reporting to: | Commercial Technical Director |
| Period of Employment: | Permanent |
| Date of Update: | 2025 |

MAIN PURPOSE OF ROLE

JRM Advanced Engineering is a Tier 1 supplier renowned for delivering bespoke Advanced Engineering (AE) solutions to leading OEMs. Renowned for our exceptional workmanship and innovation, we are currently experiencing an exciting period of growth. To support this expansion, we are looking for enthusiastic and skilled Workshop Technicians to join our team at our Daventry site.

As a Senior Workshop Technician at JRMAE, you will play a pivotal role in the successful execution of innovative projects. Working in a dynamic and collaborative environment, your efforts will directly support performance vehicle operations and complex Advanced Engineering initiatives. You will work closely with the Operations and Engineering teams, offering expert guidance and applying your technical skills to deliver high-quality solutions for both internal and client projects.

Your responsibilities will span a range of technical tasks including leading vehicle builds, disassembly and assembly of rigs, complex sub-assembly and systems builds, as well as off-site customer support where required.

This is a fantastic opportunity for professional development, offering highly varied work at the forefront of Advanced Engineering, and directly contributing to the ongoing success of JRM.

Key Responsibilities & Accountabilities

The Senior Workshop Technician will undertake the following duties (but is not limited to):


- Prepare and maintain vehicles to the highest standards of reliability, performance, and presentation within tight deadlines.
- Plan, assemble, and build new vehicle and system designs in partnership with engineers.
- Contribute to the creation of build manuals, instructions, and the documentation of project work as required.
- Support the maintenance of workshop facilities and transportation vehicles.
- Adhere to all company Health & Safety and Quality policies and procedures.
- Mentor and assist junior workshop staff as needed, fostering their professional development.
- Maintain a clean, organized, and safe working environment in JRMAE workshops and at events, in compliance with company policies.
- Ensure proper use of uniform and personal protective equipment (PPE) as issued.
- Report shortages of parts and consumables to the Operations or Engineering team promptly.
- Undertake any additional duties reasonably assigned by management.
- Comply with all departmental Health & Safety (H&S) requirements.
- Contribute to the company's compliance with management systems, such as ISO 9001 and ISO 14001, where applicable.

PERSONNEL SPECIFICATION

Qualifications and Experience

The ideal candidate should have the following:

- A relevant qualification, such as Level 3 IVQ (C&G) in Motor Vehicle Engineering, Level 3 Diploma in Light Vehicle Maintenance and Repair, or Level 3 Advanced Race Technician Apprenticeship.
- A minimum of 5 years' experience working with automotive and commercial vehicles; experience working on and/or building race cars (National level).
- Skills in basic fabrication, turning, carbon fibre repairs, milling, and bench fitting are desirable but not essential.
- Familiarity with and/or experience of working on vehicle electrical systems is advantageous.

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- A clean UK driving licence.

Special aptitudes

- Discreet and professional in handling confidential information.
- Strong team player with excellent collaboration skills, focused on achieving shared goals.
- Exceptional time management with advanced verbal and written communication abilities.
- Well-versed in the challenges and needs of small businesses (SMEs).
- Self-driven and capable of working independently or as part of a team.
- Highly adaptable, thriving in dynamic and fast-paced environments.
- Proactively seeks continuous improvement and contributes to organisational success.
- Creative and innovative thinker, eager to introduce and implement fresh ideas.
- Detail-oriented, consistently delivering high-quality work under tight deadlines.
- Flexible and willing to extend hours when necessary to meet critical project deadlines.

Requirements

- Consistent timekeeping and attendance record.
- Willingness to work flexible hours to meet deadlines.
- Professional and tidy appearance.
- Demonstratable ability as a “completer/finisher,” taking tasks to completion with attention to detail.
- Assertive but calm demeanour under pressure, with a flexible and cooperative attitude.
- Self-motivated and driven.
- Customer-focused with the ability to listen and respond effectively to client needs.

Summary Terms & Conditions

- Pension - Automatic enrolment upon joining, with contributions beginning after three months.
- Leave entitlement - 25 days per year plus statutory holidays (a compulsory three-day shutdown at Christmas).
- Notice period - During the six-month probationary period: one week on either side; After successful completion of probation: one month on either side.
- Working hours - 08:30 – 17:00, Monday to Friday.