

JOB SPECIFICATION

Position: Technical & Graphical Illustrator
Business unit: UK Radar & Naval Solutions
Reporting to: ILS & Training Manager
Location: Enfield, United Kingdom
Direct Reports: None

Job Scope

To provide a drawing and illustration service

To support the technical authors in the preparation, generation and maintenance of product and system manuals for Surveillance Systems products and other publications are required as part of the role.

To support to the other Bid Team members, and in the preparation of bid documentation.

To support of programme management, engineering activities and other support functions, including the production of customer project deliverables.

To work with the other members of the Team, and management, to design, develop and implement agreed templates to enhance bid presentations and project a consistently high standard of brand image.

Job Functions

- Create and maintain technical, illustrative and systems drawings to support technical manuals including circuit diagrams, flowcharts, exploded views and dimensional drawings.
- Create and maintain 3D colour solid model, system and other diagrams supporting sales bids.
- Redraw and update existing drawings to ensure their continuing availability for use in page make-up packages.
- Maintaining the storage and accessibility of existing drawings such that they can be re-used or modified to suit further applications.
- Create and maintain a numbering system such that drawings can be identified, dated, and related back to their source information.
- Participate generally in the creation of high-quality bid responses to meet customer-imposed deadlines, including collation, editing and generation of both paper and electronic versions.
- Preparation of new handbooks and other documents in both paper and electronic formats to the required standards and amendment state within the allocated time scales as directed by the Technical Publications Manager.
- Meeting contractual requirements regarding content, security, and unit operating procedures.
- Maintaining and handling of classified documents subject to security grade and potential UK restrictions.
- Safeguarding the copyright, trademarks and patents of documents and designs in the company name.
- Ensuring that documents do not infringe other companies' copyrights, trademarks, or patents.
- Maintaining document masters, and associated material to reproduce the same or similar documents at a later date.
- Supervise the work of junior authors or trainees assigned to him/her from time-to-time.
- Ensuring that all requirements on security and health and safety under his/her control are dealt with as specified in company procedures.
- As required, liaison with MicroConcepts (CAD package provider).
- As required, administration of 'Vault' MicroConcepts storage facility.
- Development and maintenance of procedures associated with the technical publication's role.
- Any other tasks associated with this role.

Requirements

- Computer literate especially in the use of illustration tools such as AutoCAD, CorelDraw, and Acrobat, and in appropriate word processing packages such as Microsoft office.
- Attentive to detail
- Flexible in approach and able to prioritise and multi-task
- Good communicator, able to extract information from various engineers and sales personnel, sufficient to create or modify drawings and to edit/author documents successfully
- Confident in the manipulation of .pdf files

Experience Required

- A broad engineering background, including a basic knowledge of electronics
- Confidence in reading circuit and wiring diagrams
- Familiarity with mechanical assembly and installation techniques

Employee Compliance

- The job holder will be expected to comply with any reasonable operational instruction or procedures relating to Company policies, reporting and controls. Section 7 of the Health and Safety at Work Act 1974 provides a duty on every employee, while at work, to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- It also places a duty on employees to cooperate with their employer so far as is necessary to enable their duties to be complied with including the appropriate use of personal protective equipment (PPE).
- Failure to comply with this duty may result in the Company invoking the disciplinary procedure.

About HENSOLDT UK

HENSOLDT UK, formerly Kelvin Hughes, is a world leader in the development, manufacture and supply of maritime navigation and surveillance radar systems. HENSOLDT UK employs over 170 employees and are headquartered in Enfield, North London. The company sets the international standard in solid state radar sensor technology with SharpEye and its market leading navigation and tactical radar display systems.

SKILL MATRIX:

Job Title/Employee	Technical & Graphical Illustrator
Skills	
Corel Draw	2
AutoCAD	3
Inventer	3
Word	4
Ventura	2
Acrobat	4
Communication	3
Problem solving	3
Accountability	3
Own initiative	3
Organisational skills	3
Data management	3
Radar theory and display knowledge	1
Radar System knowledge	3
Navigation knowledge	2
Accurate reading	4
Editing	4
Organisational skills	3
Copyright regulations	1
Technical/ engineering understanding	3
Electronic Documentation (PDF)	3

Grading System	0	No knowledge
	1	General low level of competency
	2	Competent in some respects
	3	Competent in most respects
	4	Fully competent in all aspects

Authorised Job Spec.	
Job Holder:
Date:
Direct Report Manager:
Date:
19.09.24	