

Job Description

Job Title	Insoles Technician
Purpose and Scope	To be part of the insoles department working within the Quality and HSE standards. Ensuring productivity levels are maintained limiting waste and keeping the department clean.
Responsibilities	<ul style="list-style-type: none"> • Maintain Health & Safety standards • Manufacture Orthotic products, primarily Insoles. <ul style="list-style-type: none"> • Grinding post-milling • Adjusting in line with the Orthotists instructions • Adding top covers • Repairing insoles <ul style="list-style-type: none"> ▪ <u>Possible further insoles tasks</u> ▪ Prep impression boxes ▪ Scan impression boxes ▪ Create CAD models of the impressions ▪ Adjust CAD models in line with the Orthotists instructions • Manufacture other Orthotic products, if required • Achieve departmental KPI's (key performance indicators) • Maintain good housekeeping standards • Undertake training as deemed necessary • Ensure all QA systems and working practises are strictly adhered to at all times • Work with fellow technicians to improve processes and overall production effectiveness • Train and develop others in the team • Escalate stock shortages for the area • Troubleshoot issues as and when required • Work towards a culture of Right First Time and Everything in One Day • Minimise waste • Other duties as required
Focus Areas	<ul style="list-style-type: none"> • Insole production • Other areas as required
Education and Training	Written and oral communication skills appropriate to dealing with technical and operational issues with at various levels from Operative to External Customer.
Technical Skills	<ul style="list-style-type: none"> • Insoles production • Excellent people skills • Familiar with continuous improvement approaches and techniques
Behavioural Characteristics	<p>Should demonstrate strength in the following areas:</p> <ul style="list-style-type: none"> • Planning and Organising • Problem Analysis • Commitment • Ambitious • Enthusiastic <p>As well as show attributes within our 'Best people' Scheme</p> <ul style="list-style-type: none"> • Have a positive 'Can do' mentality

Experience	<ul style="list-style-type: none"> • Want to develop themselves and the business • Are happy to help others and be part of a team • Have integrity, honesty and loyalty • Are passionate about Quality and 'Right First time' • Deliver objectives in line with the vision <p>Experience of Orthotic Insole Production</p>
<p><i>This job description and person specification are an outline of the tasks, responsibility and outcomes required of the role. The job holder will carry out any other duties that may reasonably be required by their line manager.</i></p> <p><i>The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Company.</i></p>	
Job Description Agreement	
Job Holder's Signature:	Date:
Head of Department Signature:	Date: