**SELWOOD LTD**

**POSITION DESCRIPTION: Technical Author**

**LOCATION:** South/North Regional

**POSITION PURPOSE:** Specialising in producing high-quality technical documentation, this role is responsible for ensuring the successful development and roll out of technical documentation for existing/new electrical equipment and Electrical procedures, while adhering to health and safety (including all relevant UK electrical and workplace safety regulations) standards, and project deadlines.

**RESPONSIBLE TO:** Southern/Northern Director of Solution & Electrical Development

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| **REGULAR CONTACTS:** | **External** | Customers – new, existing, and National accounts Suppliers  Local Business Groups |
| **Internal** | Group Technical Solutions Director  Director of Special Projects & Solutions  SHEQ Director & Team  Fleet Support Managers  Sales Managers and Sales Teams  Solutions Director, PMs and Solution Teams  Installation and Electrical Managers and Teams  Electrical Department  Operational Managers |

**MAIN RESPONSIBILITIES:**

* Develop and standardise maintenance documents for electricians to use in the field, ensuring consistency and efficiency in job execution across all of Selwood.
* Develop user manuals, troubleshooting guides, quick start guides, training materials, and safety manuals ensuring clarity and accessibility for diverse audiences.
* Utilise technical illustrations and diagrams to simplify maintenance instructions, assembly processes, and fault-finding procedures.
* Advise on best practices and tools for generating technical documentation.
* Collaborate with internal teams, including marketing, training, and SHEQ to ensure consistency in documentation and communication.
* Manage templates and documentation standards to improve efficiency and uniformity across all technical materials.
* Proofread, review, and maintain technical documents across the solutions and electrical departments, ensuring they are up-to-date and meet organisational needs.
* Establish and manage version control processes to ensure all users access the most current and accurate documentation.
* Oversee documentation storage, access, and control, adhering to best practices in knowledge management.
* Act as a liaison between Selwood electricians and other teams to gather, verify, and document technical information.
* Continuously seek opportunities to enhance the documentation process and improve the quality of technical outputs.
* Assist Electrical department Managers, Heads of, and Directors in the development of technical documentation and procedures for new projects.
* Continuously update knowledge of industry standards, codes, and best practices related to pumping systems and electrical installations, by completing Selwood issued workshops, training, eLearning, and development courses.
* Train electricians and other disciplines on new technical documentation to make sure they understand what is required of them.
* Collect and incorporate feedback from field electricians, engineers, and other stakeholders to ensure documentation remains practical and user-focused.

The main responsibilities are outlined above. This is not a definitive list and other tasks/activities may be necessary as the Company’s commercial activities require.

**QUALIFICATIONS & EXPERIENCE:**

**Essential:**

* HNC in Electrical Engineering (or equivalent)
* C&G 2382 -18th edition IET Wiring Regulation
* C&G2391- Inspection Testing & Certification
* COMPEX certification is beneficial but not essential.
* Demonstratable experience as a technical author or similar role with a focus on electrical systems.
* Proven experience in creating and maintaining technical documentation such as user manuals, maintenance guides, schematics, and training materials, particularly for electrical systems.
* Proven ability to create a supportive and nurturing environment that fosters continuous learning and professional growth among team members.
* An understanding of electrical systems, including motors, controllers, and instrumentation.
* Proficient in drafting commissioning reports, documenting procedures, and recording test results, with a knack for customising information for both internal and external audiences, employing suitable methods to effectively convey crucial details.
* Knowledge of relevant safety standards and regulations, such as BS 7671, BS EN 60204, and Health and Safety at Work Act.
* Effective communication skills, both verbal and written, for interacting with team members and customers.
* Exhibits strong self-management skills, adept at effectively prioritising tasks to ensure high-quality completion within deadlines, even when faced with multiple conflicting priorities.
* Full UK Driving Licence