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**Workshop Technician**

**Leicester**

**Closing Date: 4th June 2021**

Opcare, part of the Ability Matters Group, is the largest supplier of prosthetic and orthotic services to the NHS and private sector in the UK and Ireland. As a company we aim to continuously improve the services we deliver and develop those who work for us.

# The successful candidate will join an enthusiastic and busy team, within the prosthetic workshop in Leicester. The role holder works within the prosthetic workshop environment for Opcare’s prosthetic clinics to fabricate, repair and maintain medical devices that are issued within the department to patients.

 **Key Responsibilities & Tasks:**

* To prepare and assemble / build medical devices as required by the Prosthetist according to the requirements of the Prescription or Works Order.
* To ensure prosthesis issued to patients are fitting and functioning satisfactorily and provided in a timely manner.
* Ensuring correct materials / components are issued for the job and that appropriate tools are available.
* To liaise with the Workshop Manager / DQA to address identified quality problems and assist in providing effective solutions, thus minimizing unnecessary wastage.
* To assess the Prescription / Works Order and understand the nature of its requirements and ensure that finished products comply with any associated Measure Charts, manufacturer’s instructions etc.
* Book in / out materials as required for work assigned.
* Complete and maintain production and inspection records as required.
* Ensure adequate identification of work at all stages is maintained at all times.
* Ensure manufacturing activities are undertaken in compliance to company / site H&S and Quality procedures & regulations
* Assist training and the development of newly recruited technicians and develop multi-skilling within the workshop as identified with the Production / Workshop Manager and Clinical Manager.
* Where appropriate use the current I.T. system in accordance with identified procedures.
* Ensure that internal confidential information is kept confidential from external sources unless permission is granted by senior centre management.
* Liaise with the NHS manufacturing staff where appropriate.
* Support the tertiary functions of the workshop e.g. storeroom function.
* Provide the workshop manager with information where there are difficulties in achieving satisfaction either in quality of fit or difficulty in achieving the recommended timescales or specified requirements.
* Minimise wastage of NHS or company funding by ensuring that products are ordered correctly. If there is a product that is deemed not to be suitable ensure that the product is not damaged and that the packaging is available in order for a refund to be claimed.
* Agree objectives with the Workshop Manager and report regularly on progress.
* A sound appreciation of customer needs and how best to articulate how Opcare can meet those needs.

**Skills & Personal Attributes:**

The position requires the job holder to possess:-

* Committed to the highest standards of patient care.
* Positive and proactive ’can-do’ attitude.
* Ability to build and maintain excellent working relationships internally and externally.
* Sound interpersonal and communication skills.
* Excellent attention to detail.
* Able to prioritise, plan and organise efficiently and work with multiple conflicting priorities.
* Robust judgement and ability to make sound decisions quickly and effectively in complex situations.
* Collaborative and collegiate style.
* Self-motivated and uses initiative.
* Attitude of continuous improvement.
* Good standard or literacy & numeracy.
* Willing to operate effectively appropriate IT systems.
* Confidential and professional.
* Remains calm under pressure.
* Flexible working style.
* Have DBS clearance.

The position would suit a candidate who is working or has some experience working as a:

* Dental Technician
* Small Workshop Technician
* General workshop Technician
* Model Maker
* Light assembly worker
* Other similar roles

# Qualifications:

Technicians would be expected to have:

* Good hand skills.
* Technical understanding of device function.

Due to the nature of this role, a DBS check will be conducted for the successful candidate.

**To apply please email your CV with a covering letter ASAP to** **recruitment@abilitymatters.com**

**For more details and additional vacancies please see our website** [**www.abilitymatters.com**](http://www.abilitymatters.com)