



Job Description: Temporary Technical Author (12 month FTC)



Department: Design, Technical Publications and Service Tools

Job role overview:

The Temporary Technical Author will produce and maintain a wide range of technical documentation for all of our products including the publication of documentation to print and online platforms. Creation of technical documentation includes operation manuals, repair and maintenance instructions, assembly instructions, setup guides, technical bulletins and service bulletins.

Report to: Technical Publications Team Leader

Location: Triumph Motorcycles Limited, Normandy Way, Hinckley, Leicestershire, LE10 3BZ

Duties and Responsibilities:

- The production and maintenance of owner's handbooks, service manuals and other technical documentation as required, including the identification and development of new document types to meet changing customer demands.
- When producing technical documentation, the following aspects should be considered:
 - Development of safe, efficient and practical repair and maintenance methods
 - Identification of safety requirements and warnings
 - Consistency of writing style and terminology
 - Correct use of spellings, grammar and punctuation
 - Accuracy of information and data entry
 - Maximising re-use of existing text and translations to reduce translation costs
 - Commissioning technical line-illustrations to support written text, while maximising re-use of existing illustrations
 - Publication/printing method
 - The identification, design and testing of service tools while taking into consideration existing Triumph and commercially available tools.
- To liaise with other Triumph Departments and external suppliers.
- To assist in creating & updating department procedures if required.
- To complete all the above responsibilities to agreed timescales and with minimal supervision.
- To undertake and assist with projects as required by your Manager.
- Any other ad-hoc duties as required by your Manager.

Person Specification: Temporary Technical Author (12 month FTC)



	Essential	Desirable
Qualifications and Attainments	Maths and English GCSE grade C or above.	NVQ/City and Guilds, HNC, HND or higher in an appropriate automotive, engineering or similar technical field.
Professional Experience and Skills	<p>This is a technical role, we are looking for candidates with a hands-on background in automotive or similar industries.</p> <p>Computer literate - must be proficient in Microsoft Packages including Excel, Word and Outlook.</p> <p>Able to analyse and simplify complex problems and explain complex technical solutions to non-technical customers.</p> <p>A high level of competency in grammar and literacy.</p>	<p>Previous experience of working with Adobe products, such as Adobe Acrobat and InDesign.</p> <p>Previous experience in a desktop publishing or print pre-production role would be an advantage</p>
Personality and Motivation	<p>Self-motivated and resilient.</p> <p>Flexible and adaptable.</p> <p>Able to take instruction and work under pressure.</p> <p>Excellent communication skills, clear and concise written and verbal skills</p> <p>Excellent attention to detail.</p>	
Appearance and Characteristics	<p>Well presented.</p> <p>Able to be flexible on working hours</p> <p>Available on a temporary basis for 12 months</p>	