

Job Description: Industrial Placement - Technical Author



Department: Design, Technical Publications and Service Tools

Job role overview: The production and maintenance of technical documentation for all of our products. Publication of documentation to print and online platforms. Technical documentation includes owner's handbooks, repair and maintenance instructions, assembly instructions, 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.

Person Specification: Industrial Placement - Technical Author



	Essential	Desirable
Qualifications and Attainments	<p>Completing an engineer related degree, accredited with the IMechE and meets the academic requirements of a Chartered Engineer (CEng).</p> <p>Maths and English GCSE grade 6/B or above.</p>	
Professional Experience and Skills	<p>This is a technical role, we are looking for candidates with a hands-on background in automotive, 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>Previous experience of working within an automotive/manufacturing or engineering environment.</p>
Personality and Motivation	<p>Self-motivated and resilient. 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>	
Appearance and Characteristics	<p>Well presented.</p> <p>A current university student requiring a placement year for the 2025/2026 academic year</p>	