

Job Description: Technical Author

CML Vision – The first-choice semiconductor partner to technology innovators, together transforming how the world communicates.

CML Values – Trust, Respect, Commitment and Creativity.

CML Guiding Principles – Strong business ethics; culture of quality with a sense of urgency; live and breathe the customer experience; a passion for excellence; inspire our people to innovate.

Position Summary

CML Micro is a leading provider of innovative semiconductor solutions for the wireless communication industry. With over five decades of experience, CML Micro develops technology that empowers communication networks worldwide, helping to create a safer, more connected world.

The business is experiencing a period of strong growth, underpinned by an expanding new product portfolio and access to wider addressable markets. The role of Technical Author will be central to this success by enhancing customer engagement and accelerating new customer acquisition.

This position will be central to improving the quality and consistency of documentation across the business, from data sheets and application notes to manuals and compliance documents, while also contributing to marketing outputs. By bringing governance, clarity, and a professional standard to all customer-facing materials, the role will help ensure CML Micro presents itself as a modern, reliable, and customer-focused organisation.

This role is full-time; however, we will welcome applications from candidates seeking reduced working hours and requires the ability to commute to any of CML Micro's UK offices (Essex, Cambridgeshire, Somerset).

Reports to: Head of Marketing Communications

Essential Functions/Key Focus Areas

Core Documentation Responsibilities (Primary Role)

- **Document Control & Management** – Own the structure, templates, and consistency of datasheets, app notes, manuals, and compliance documents.
- **Editing & Proofing** – Ensure all customer-facing documents are accurate, professional, and consistent in tone.
- **Content Workflow** – Collaborate with engineers and product managers to extract technical details and translate them into clear, usable documentation.
- **Version Control** – Maintain a single source of truth, ensuring only the latest and most accurate documents are available.
- **Quality Assurance** – Regularly review and audit documentation to ensure accuracy, readability, and adherence to style guidelines.

Marketing Contributions

- Support the creation and editing of technical marketing content, including brochures, whitepapers, newsletters, case studies, and technical blogs.
- Refine technical messaging for clarity and accessibility, ensuring alignment with campaign messaging and brand tone.

This job description is not exhaustive and is subject to change from time to time to meet the needs of the business

- Assist with packaging and proofing launch collateral, ensuring consistency across sales and marketing channels.
- Contribute to the structure and clarity of Market Requirements Documents (MRDs) and product positioning materials.
- Maintain a centralised content library for marketing and sales teams.

Behaviours

- **Quality-driven** - consistently delivers clear, accurate, and reliable documentation and content.
- **Detail-focused** - applies care and precision to ensure consistency across all outputs.
- **Collaborative** - works effectively with colleagues across Marketing, Engineering, and Product teams.
- **Adaptable** - comfortable working in an evolving business and able to adjust to changing priorities.
- **Proactive** - takes ownership of tasks and follows through to completion.
- **Positive contributor** – brings a constructive, can-do attitude and supports the wider goals of the company.

Qualifications and Experience

- Proven experience in technical writing/technical authoring, ideally within a technology, engineering, or B2B environment.
- Ability to produce clear, accurate, and professional documentation from complex technical inputs.
- Strong skills in editing, proofing, and consistency checking across multiple document types.
- Experience in electronics, RF, communications, or telecommunications desirable but not essential.
- Excellent written and spoken English with attention to detail.
- Computer literate with strong working knowledge of Microsoft Office and PDF editing tools; familiarity with content management systems beneficial.
- Well-organised, able to manage workload, prioritise tasks, and meet deadlines.
- Comfortable collaborating with engineers, product managers, and marketing colleagues to gather and refine information.

Benefits

- Competitive Salary
- Private Healthcare
- Salary Sacrifice Pension scheme
- Death in service (4 times salary)
- Attractive office locations
- Hybrid working (in line with Company policy)
- 25 days holiday plus bank holidays
- Role in a growing company

Critical Competencies for Success

Constructive Team Leader – Leads by example and makes those around them better. Attributes include being inclusive, hands-on, strategic, articulate, energetic, accountable, decisive, and hard

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working. A positive motivator who encourages and persuades, and an excellent team builder who knows how to attract talent, remove obstacles without alienating others, train, manage, reward, recognise, and retain a world class team.

Excellent Communication Skills – Maintains an open flow of two-way communication, exhibiting strong verbal, written and presentation skills, stating expectations clearly and being visible to all stakeholders. Exhibits executive presence in front of both internal and external audiences. Being a good listener is a critical success factor.

Impeccable Integrity – Embodies and practices unquestioned personal and business integrity. Creates an environment of trust and respect by acting with fairness and consistency, keeping commitments, and providing rationale for decisions.

Team Player with Maturity – A results-oriented individual who, at the same time, is the consummate team player who can effectively negotiate with others to achieve win-win outcomes. They will be well respected by senior management, peers, and subordinates, and will be secure in their technical and managerial abilities.

Open Minded – A resilient and committed executive with a passion for excellence; a flexible and open operating style; non-political and non-bureaucratic; someone with a natural and effective consultative approach who will gain the trust and respect of individuals at all levels.

Customer Focused – Live and breathe the customer experience by encouraging a culture dedicated to enhancing customer satisfaction and building strong customer relationships.