



## **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 a rich history spanning over five decades, CML Micro has consistently delivered cutting-edge technology that empowers global communication networks, across a wide variety of applications, helping to create a safer, more connected world.

The company is undergoing a period of unprecedented growth as recent acquisitions have meant that CML Micro is equipped with new capabilities and resources to grow its presence in high potential markets and increase platform content with a broader and deeper product portfolio.

To support this, CML Micro is searching for an experienced **Technical Author** to join our team and develop high quality technical documentation that delivers structure, governance and evidence of our expanding product portfolio.

**Reports to:** Head of Marketing Communications

### **Essential Functions / Key Focus Areas**

- Working within our Marketing department but with very close links to our Engineering department, the role is as follows:
- Technical datasheet construction with content originating from engineering defining specifications.
- Construction and development of customer facing media for printing or publication on our website, social media pages.
- Typesetting, style setting, compliance/rules/consistency checking.
- Experience in technical writing is desirable and the ability to create professional, precise and easily understood documents.
- Proof reading to ensure consistency is maintained through all marketing literature.
- Technical article construction from raw engineering material
- Organize and refine pre-existing documentation to be more accessible and understandable.
- Collaborate with product managers, engineers, and other stakeholders to gather information and document an accurate representation of CML Micro products' features and capabilities.
- Maintain the content library of technical documentation through CML Micro'
- Work closely with the product and engineering team to stay informed about upcoming product launches.
- Perform regular quality assurance of documentation and content library.
- Conduct reviews and audits of documentation to ensure accuracy, consistency, and adherence to organization and style guidelines.

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

- Work with product teams to create materials to simplify and communicate challenging technical concepts.
- Ensure all documentation delivers against critical metrics for consistency, quality and readability.
- Provide support to develop strong links between CML Micro Engineering and Marketing team

### **Behaviours**

- Excellent interpersonal skills, good spoken and written English essential.
- Quality orientated with a strong sense of purpose and attention to detail.
- An open, collaborative mind-set
- A can-do attitude and willingness to get involved to meet deadlines.
- Team player and ability to manage various stakeholders from different functions.
- Methodical and thorough, but adaptable
- Customer focussed, with an ability to prioritise work.

### **Qualifications and Experience**

- Experience in electronics, RF, communications or telecommunications desirable but not essential
- Experience of working within a well-defined quality system striving for quality output at all times
- Computer literate with working experience of Microsoft Office software including PDF editing tools
- Excellent planning and organisational skills
- Proven track record of technical writing.
- Engineering background desirable but not essential

### **Benefits**

- Competitive Salary
- Private Health care
- Money Purchase Pension scheme
- Death in service (4 times salary)
- Attractive office locations
- Hybrid working
- 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 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.