



The Association of Manufacturers  
of Domestic Appliances

## Role Profile – Technical Officer

### Background

[AMDEA](#) is the UK trade association for manufacturers of large and small domestic appliances; representing over 85% of the domestic appliance industry, rising to 90% of white goods brands. Members' products include most of the UK's top selling brands of major white goods, other large and small kitchen appliances, heating, water heating, floor care, waste disposal and ventilation equipment. Our role is to represent our members' interests and objectives in all matters relating to their trading activities within the UK.

Consumers come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our company stronger. If you share our values and our enthusiasm, you could find a home at AMDEA.

### AMDEA's mission is to help our members grow by:

- Promoting the value creation of our industry, raising awareness of how consumers' lives can be improved through the use of the latest appliance technology.
- Leading on the development of standards and regulation that support innovation, whilst protecting against risk and cost.
- Enabling the development of industry networks, bringing the various stakeholders together, across industry, government and supporting bodies, working in partnership to deliver exceptional products and service.

### AMDEA's Technical Services

AMDEA protects and promotes its members' interests in technical regulation, which include laws and supporting standards. The department represents the industry at standards bodies such as ISO and IEC internationally, CENELEC and CEN in Europe and BSI in the UK. The team is involved in the development of European and UK legislation and its subsequent enforcement. The three key regulatory areas for AMDEA members are Sustainability, Safety and UK/EU exit.

### About the role

The Technical Officer is a key member support resource. The Technical Officer is required to lead work relating to the review, creation, revision and maintenance of industry regulation and standards for domestic appliances. The role requires working closely with Government departments and industry stakeholders to represent our members' interests in shaping policy, regulation and standards that meet the future needs of our industry.

The role requires occasional travel, both within the UK and Internationally. There is a requirement for

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Chair: Teresa Arbuckle  
Chief Executive: Paul Hide

occasional overnight stays away from home. Your normal place of work will be a mix of home working and a requirement to be present at AMDEA's London offices and attending meetings at members and stakeholders offices.

<b>Role Title:</b>	Technical Officer
<b>Reports To:</b>	Head of Technical, Regulation and Standards – Direct Line
<b>Number of Direct Reports:</b>	0
<b>Role Purpose:</b>	The Technical Officer leads and assists with the preparation of industry positions, thereby contributing to standards relating to the safety, performance, environmental aspects and conformity assessments for domestic appliances.
<b>Key Responsibilities</b>	
<u>Direct Responsibilities</u>	
<ul style="list-style-type: none"> <li>- Take responsibility for leading on matters relating to UK and EU standards and regulation for Domestic Appliances, both large and small.</li> <li>- Take full ownership of a portfolio of product groups as the AMDEA lead contact for specific technical matters relating to conformity and performance.</li> <li>- Ensure actions are taken within the required deadlines.</li> <li>- Ensure that all incoming data of a technical nature is processed and circulated to member companies promptly so that their views can be represented.</li> <li>- Write responses to consultations and calls for input. Create content for newsletters, website and publications.</li> <li>- Maintain a close and regular dialogue with member company representatives to ensure their active participation in group activities.</li> <li>- Represent the views of AMDEA members on technical matters at standards meetings and with government departments and other bodies.</li> <li>- Attend meetings both nationally and internationally to represent members interests relating to the review, creation and updating of standards and regulation for a given set of product categories.</li> <li>- Organise effective meetings of AMDEA Panels dealing with specific issues.</li> <li>- Deal with enquiries from AMDEA Members; government agencies and from other Stakeholders.</li> <li>- Assist in the preparation of meetings in outside bodies where AMDEA holds a secretariat/ chairperson position.</li> </ul>	
<b>Core Competencies</b>	
<ul style="list-style-type: none"> <li>- Attention to detail</li> <li>- Problem solving</li> <li>- Communicating and influencing</li> <li>- Developing and managing collaborative relationships, internally and externally</li> <li>- Planning and organising</li> <li>- Quality results orientation</li> <li>- Customer service orientation</li> <li>- Creativity and innovation</li> <li>- Decision-making</li> <li>- Flexibility and adaptability</li> </ul>	

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<b>Person Specification</b>	
Knowledge and Experience - Required	<ul style="list-style-type: none"> <li>- Technical experience and competency in a consumer electrical environment.</li> <li>- An understanding of Standards and Regulation detail and process relating to domestic appliances</li> <li>- Excellent communication skills (presenting, written &amp; verbal). The ability to extract pertinent information from technical documents and to explain them in clear and concise English to both technical and non-technical people.</li> <li>- Relationship management</li> <li>- Strong organisational, planning and prioritising skills</li> <li>- Good ICT skills (including full Office 365 suite)</li> <li>- Track record of working on detailed proposals with competing demands and responding to tight deadlines.</li> <li>- Ability to research new technology or technical areas.</li> <li>- Ability to work alone, with minimal supervision as well as part of a team.</li> </ul>
Knowledge and Experience - Beneficial	<ul style="list-style-type: none"> <li>- Knowledge of chemicals standards and regulatory matters.</li> <li>- Knowledge of environmental standards and regulatory matters relating to consumer electricals.</li> <li>- Knowledge of safety standards and regulation relating to consumer electronics.</li> <li>- A degree or equivalent in an appropriate field such as engineering or science</li> <li>- Networks within UK and International Standards bodies.</li> <li>- Knowledge of Policy formation processes.</li> <li>- An understanding of the role of Trade Bodies.</li> <li>- A minimum of 2 years' experience in a similar role.</li> </ul>
<b>Creation Date</b>	- August 2021

This role profile is a guide to the work that is required but does not form part of any contract of employment and may alter from time to time to reflect changing circumstances.