

FREQUENTLY ASKED QUESTIONS

ABOUT THE COMPANY

- *What does the company do?*

Sensor Technology and Devices Ltd designs, develops and manufactures disposable sensors and electrodes for various types of medical devices.

- *Where is it based?*

We are based in the Belfast Harbor Estate, at the Hollywood Exchange side, just past the City Airport – 4 Heron Road, Belfast, BT3 9LE

- *How would I get there?*

Driving (From Holywood) –

Depart High St, Holywood on Belfast Road (South-West)

- 1: Merge onto A2 [Belfast Road]
- 2: Keep LEFT onto Ramp
- 3: Bear LEFT (South) onto Local road(s)
- 4: Bear RIGHT (West) onto Local road(s)
- 5: At roundabout, take the FIRST exit onto Local road(s)
- 6: At roundabout, take the SECOND exit onto West Bank Road
- 7: Carry on over road bumps for 3/4mile
- 7: Turn LEFT (South-East) onto Heron Road
- 8: Turn RIGHT (North) and there is parking at front and rear of building.

Driving (From Belfast) –

Depart Belfast, B38 [Grosvenor Road] (East)

- 1: Turn LEFT (North) onto A1 [College Square East]
- 2: Turn RIGHT (East) onto A1 [Wellington Place]
- 3: Keep LEFT onto A20 [Donegall Square North]
- 4: Turn LEFT (North) onto A24 [Victoria Street]
- 5: Merge onto A2 [Victoria Street]
- 6: Keep RIGHT onto Local road(s)
- 7: Keep STRAIGHT onto A2 [Waring Street]

- 8: Bear LEFT (North-East) onto Ramp
- 9: Bear LEFT (East) onto A2 [Sydenham Bypass]
- 10: Keep LEFT onto Ramp
- 11: At roundabout, take the FIRST exit onto Local road(s)
- 12: At roundabout, take the SECOND exit onto West Bank Road
- 13: Turn LEFT (South-East) onto Heron Road
- 14: Turn RIGHT (North) and there is parking at front and rear of building.

Is there Public Transport?

There is a limited bus service that goes from Chichester Street in Belfast City Centre and buses come from Belfast and Holywood to the Sainsbury's at the Hollywood Exchange. When the bus service is not running on Airport Road you can be collected from the Hollywood Exchange.

Bus services and times can be found on www.translink.co.uk or by calling - 028 90 66 66 30

SUITABILITY FOR POSITION

- *What sort of people work as Production Associates?*

- * Parents of schoolchildren who only want to work when their children are at school
- * Students who want to be able to work flexibly around their timetable and social life
- * Those who for what ever reason would like to work from time to time but not be tied down to fixed shifts or hours
- * Individuals who like to stay in touch with “business” and work from time to time

- *Do I have to have any qualifications?*

No – However a certain amount of manual dexterity is required for much of the work. Our Process Engineer – Michael Skillen – will coach you on the work required and will let you know if your work output is suitable.

- *What standards do I need to meet?*

There is no getting away from the fact that working fast is important in a Production area. As we make sensors and electrodes for Medical Devices we have to meet stringent Quality Standards and traceability is important to us. Procedures are clearly written down and explain what to do and how to record your work onto batch cards etc.

- *Do I have to wear special clothing?*

We provide white coats and gloves as appropriate to the work you are doing.

NATURE OF THE WORK

- *What hours would I have to work?*

This is a job which we hope will fit in with your needs to be flexible regarding both the time you work and the hours you work. The Production Associate Group Leader – Rachael McCabe - will work with you to understand your life style and agree the sort of working pattern that would fit in with you. For example we have associates who work between 1000 and 1400 3 days a week; we have students who work 1 afternoon a week and 3 evenings; we have associates who will work for us when we are able to offer them more than 16 hours a week.

- *Is the job Permanent?*

No – production associates work for us on a temporary basis when we have more work than our full time staff can manage.

- *I understand that this is a Temporary job but is it full time?*

No – we cannot guarantee to have enough work for a full time contract nor can we guarantee a fixed number of hours per week.

- *What is the rate of pay?*

We pay £6.00 per hour

- ***How will I get paid?***

Your details will be put on our Payroll system, you fill in your timesheet each day you attend, timesheets are totalled the last Monday in each month and you will get paid by cheque with full payslip on the last Thursday each month. We will ask you to sign a contract with us covering your employment and relevant confidentiality clauses

- ***What training and development will I get?***

Rachael will provide you with a general induction covering the company and the area you are working in. Michael Skillen will coach you on each process for the relevant products.

If you are unemployed or taking a career break of any kind you can always talk to and seek advice from our HR Manager about general skills requirements you might have. We would be very keen to keep you in touch with the business world.

- ***What breaks do I get?***

Statutory breaks as appropriate.

- ***What facilities are available?***

We are close to a major supermarket and there is a microwave in the kitchen also there is a sandwich van which comes every day around 1100. Tea and coffee facilities are provided.

STARTING WORK

- ***How do I start?***

By ringing Rachael on her mobile phone number – 07841905864 – and arranging a time when it would be convenient for you both to meet at ST&D.

- ***If I start working with you as a Production Associate how do I know when I'm due to work?***

Rachael will arrange a rota with you. She will work to try and ensure that both your needs and the needs of the business are met. You will know, at the very

latest by a Friday, the hours that you are expected to work the following week.

- ***What if I'm supposed to come in but cannot?***

Once the rota has been agreed with you we will be expecting you to come in at that time. However there are sometimes unexpected events – in such a case please let Rachael know as soon as possible that you are not able to attend.

- ***If I am asked to put my name on the rota for a certain day will it go against me if I say I have other plans?***

No it does not go against you – it is Ok to say “No” to us. That ability is essential for the sort of flexible working we have in mind.

- ***What if I have a complaint or grievance?***

Talk to Rachael. If you cannot resolve the matter with Rachael the Company has a grievance procedure detailed in its employee handbook. Ask the HR Manager for a copy of this.

- ***What if I have a suggestion?***

Rachael will hold periodic group meetings. This is a good forum for putting forward and testing suggestions. They are always welcome.

- ***Can I bring a friend?***

Yes – we have employed many new associates through this route.

ANY MORE QUESTIONS?

Feel free to ring Rachael on her mobile phone number – 078 419 058 64 – and she will be happy to answer them. It is also possible to arrange for another Production Associate to tell you about their experience of working with us.

**We look forward to you joining
our team!**



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Production Associates



Frequently Asked Questions