

# Job Description

## Role Mechanical Design and Assembly Engineer

|                  |                                 |
|------------------|---------------------------------|
| Location of Role | UK Head Office, Hemel Hempstead |
| Department       | Operations                      |
| Reports To       | Tina Scott                      |
| Direct Reports   | None                            |
| H.E.L Contact    | Susan Martin                    |
| Date Drafted     | 19.08.2026                      |

## About H.E.L

Our mission at H.E.L Group is to make a healthier, sustainable, safer world for everyone. We equip scientists with the right tools and knowledge to develop safe, efficient new processes and molecules that benefit the world and its population.

Our core values are:

Insightful through Experience  
Collaborative by Design  
Tenacious in Spirit  
Proud of Progress

We operate globally with offices in London - UK (HQ), Princeton - USA, Beijing - China, India and Singapore and field-based staff across our direct regions and trusted partners in distribution territories.

## Key Responsibilities of the Role

### Primary description of role

The role requires a mechanical engineer to design and modify laboratory scale equipment for use in chemical research and development. Examples include small pressure vessels, lids with ports to take different probes, stirrers and frames to support the apparatus. This may be part of a more elaborate assembly that may include piping, Swagelok fittings as well as various valves and sensors. In other cases, similar existing apparatus may need to be modified or extended involving both design and then assembly and testing.

Normally you will work as part of a team to define the project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.

Responsibility will include the selection and maintenance of all production, test and quality control equipment required for supply of mechanical parts. Exceptional skills and experience in assembly and testing of mechanical parts is essential.

## Candidate Requirements

### Essential Skills and Experience

- Experience with 3D CAD Packages preferably Autodesk Inventor (Solidworks, or similar is a possibility)
- Experience with tight tolerance design engineering and producing suitable engineering drawings for outsourced manufacture.
- Proven background in assembly and use of hand tools, machine tools and CNC equipment.
- Ability to effectively work on and manage many projects and priorities at one time.
- A track record of getting things done on time, within tight deadlines and on budget.
- Competent in the use of Microsoft Office (Word, Excel, PowerPoint, and Outlook) email and use of the Internet

### Desirable Skills and Experience

- Strong assembly, machining & welding skills
- Ability to work under pressure of multiple projects and tight deadlines
- Excellent troubleshooting skills
- Ability to be flexible in work schedule and accommodate unexpected work changes.
- Ability to work effectively both interdepartmentally and internationally
- Knowledge of other languages would be helpful

**Relevant educational background is required but experience and track record is most important.**

## Training Provided

- Up to one-month initial training on the HEL Ltd
- Training on company business information systems applicable for role
- Health & Safety Training, as required
- On the job training

## Core Competencies

|                 |                                                                                                                                                                                                                                                                                                                           |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Core Competency | Overcoming Challenges with Solutions                                                                                                                                                                                                                                                                                      |
| Linked Value    | Insightful through Experience                                                                                                                                                                                                                                                                                             |
| Description     | <ul style="list-style-type: none"> <li>• Draw upon our vast experience to meet, and exceed customer needs</li> <li>• Use challenges as opportunities to improve and grow</li> <li>• Embrace innovation and champion change</li> <li>• Lead the most customer-focused, commercially driven solutions to success</li> </ul> |

|                 |                                                                                                                                                                                                                                                                                           |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Core Competency | Cross-Functional Working                                                                                                                                                                                                                                                                  |
| Linked Value    | Collaborative by Design                                                                                                                                                                                                                                                                   |
| Description     | <ul style="list-style-type: none"> <li>• Build solid relationships with colleagues within other areas</li> <li>• Balance perspectives of all involved</li> <li>• Work collaboratively to achieve the shared goals</li> <li>• Contribute towards cultivating a one-team culture</li> </ul> |

|                 |                                                                                                                                                                                                                                                                                                              |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Core Competency | Getting the Job Done Well                                                                                                                                                                                                                                                                                    |
| Linked Value    | Tenacious in Spirit                                                                                                                                                                                                                                                                                          |
| Description     | <ul style="list-style-type: none"> <li>• Demonstrate resilience to complete challenging work</li> <li>• Draw upon all available resources and spot problems early</li> <li>• Go the extra mile to achieve desired outcomes</li> <li>• Share knowledge and expertise with colleagues and customers</li> </ul> |

|                 |                                                                                                                                                                                                                                                                         |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Core Competency | Being a H.E.L Ambassador                                                                                                                                                                                                                                                |
| Linked Value    | Proud of Progress                                                                                                                                                                                                                                                       |
| Description     | <ul style="list-style-type: none"> <li>• Represent H.E.L in the best way possible, internally and externally</li> <li>• Be a positive role model within the business</li> <li>• Promote our external reputation</li> <li>• Celebrate the successes of others</li> </ul> |

## Physical Demands of the Role

**General** (Check all that apply)

| Criteria                            | Amount of Time |           |           |          |
|-------------------------------------|----------------|-----------|-----------|----------|
|                                     | None           | Under 1/3 | 1/3 - 2/3 | Over 2/3 |
| Stand                               |                |           | X         |          |
| Walk                                |                |           | X         |          |
| Sit                                 |                |           | X         |          |
| Use hands to finger, handle or feel |                |           | X         |          |
| Reach with hands and arms           |                |           | X         |          |
| Climb or balance                    |                | X         |           |          |
| Stoop, kneel, crouch or crawl       |                | X         |           |          |
| Talk or hear                        |                |           |           | X        |
| Taste or smell                      | X              |           |           |          |

## Weight lifting or Force Exertion (Check all that apply)

| Weight                    | Amount of Time |           |           |          |
|---------------------------|----------------|-----------|-----------|----------|
|                           | None           | Under 1/3 | 1/3 - 2/3 | Over 2/3 |
| Up to 10 pounds (4.5 kg)  |                |           | X         |          |
| Up to 25 pounds (11.5 kg) |                |           | X         |          |
| Up to 50 pounds (23 kg)   |                | X         |           |          |
| Up to 100 pounds (45 kg)  |                | X         |           |          |
| Over 100 pounds (45 kg)   | X              |           |           |          |

## Specific Vision Requirements (Check all that apply)

| Ability                                                                                                 | Required? |
|---------------------------------------------------------------------------------------------------------|-----------|
| Close vision (Clear vision at 20 inches/ 50 centimetres)                                                | X         |
| Distance vision (Clear vision at 20 feet/ 6 metres or more)                                             | X         |
| Colour vision (ability to identify and distinguish colours)                                             | X         |
| Peripheral vision (observing an area above, below, left or right while eyes are fixed on a given point) | X         |
| Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)       | X         |
| Ability to focus (ability to adjust eyes to bring an object into sharp focus)                           | x         |