



JOB DESCRIPTION

JOB TITLE:	DEPARTMENT:	REPORTING TO:
Planning Engineer	Engineering	Technical Service Manager
LOCATION:	GRADING LEVEL:	DATE OF JOB DESCRIPTION:
Hook	6	September 2018

JOB PURPOSE:

To enable production to maintain and improve quality, costs and delivery performance by providing efficient front-end engineering activities and support.

KEY RESPONSIBILITIES AND TASKS:

- Taking responsibility for the creation and processing of all front-end engineering documentation
- Carrying out all front end quoting activities
- Assisting with relevant continuous improvement activities
- Providing effective change management
- Supporting MES implementation

PROFESSIONAL RESPONSIBILITIES:

People Management

- This role has no direct people management responsibilities but is typically involved in managing people relating to projects

Training and Development

- To take responsibility for own training and development
- To be regularly supervised in accordance with good practice guidelines and policies
- To participate in the annual performance review process
- To attend all relevant mandatory training as and when required to do so

Health and Safety

- To ensure that all health and safety requirements are followed in line with Company policies and procedures

General

- To comply with all Company policies, procedures and values
- To ensure that all duties are carried out to the highest quality standards

ROLE & PERSON REQUIREMENTS:

Role Specification

- Experience in a similar engineering function
- Understanding of continuous improvement principles
- Experience of working in an electronics manufacturing environment
- Working knowledge of Microsoft Packages and previous experience of relative drawing packages is desirable



Person Specification

- Excellent communication skills both verbal and written
- Excellent attention to detail
- Good understanding of current production processes.

JOB EVALUATION & GRADING INFORMATION:

Driving Business Forward

- Working under: line manager
- Level of decision making / influence: none
- Involvement in strategy & growth decisions: none

Output and Consequences of Work

- Level of consequence of output: high
- Impact of consequences of output: multiple areas
- Focus on the quality of output: high
- Level of accountability: high
- Area of accountability: local level

Work Demand and Level of Responsibility

- Work demand: high
- Level of responsibility: own output
- Level of responsibility for business activities: normal & assigned activities by leaders

People Management

- Managerial responsibilities: none but is typically involved in managing people relating to projects

Communication

- Level of communication: normal
- Scope of communication: internal, some cross departmental
- Requirement to influence others, change behaviour & define direction: moderate to some audiences

Skill Level

- Level of skill required: high
- Scope of skill level required: mainly at a local level which could extend to multiple areas
- Dealing with issues: use initiative & be problem solving
- Processes & procedures: to be followed
- Involvement in strategy decisions: none

JOB HOLDER:

MANAGER:

Signature:..... Date:.....	Signature:..... Date:.....
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Please note that this job description is not an exhaustive list of duties and responsibilities. The post holder is required to be flexible and undertake other duties to assist with meeting operational needs.