



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>DEPARTMENT:</b>	<b>REPORTING TO:</b>
Product Quality Engineer	Engineering	PQE Manager
<b>LOCATION:</b>	<b>GRADING LEVEL:</b>	<b>DATE OF JOB DESCRIPTION:</b>
Hook	8	October 2018

### **JOB PURPOSE:**

To enable production to maintain and improve quality, cost and delivery performance by providing on line technical support, standard operating procedures, assembly tooling and visual aids. Understanding, defining methods and supporting processes that meet and manage customer requirements.

### **KEY RESPONSIBILITIES AND TASKS:**

#### **Production Processes & Quality Systems**

- Owning product quality
- Defining process work instructions and visual aids
- Being the technical lead for contract reviews / production readiness reviews / build reviews
- Being the technical; lead for line support / production queries
- Carrying out returns material review / concession applications
- Leading RMA activity / root cause analysis / SCAR support / image capture / feedback
- Defining process flow lines / throughput management
- Conducting internal audits
- Interacting with and liaising with customers

#### **Change Management**

- Reviewing and embodying concessions / emails / engineering change notes
- Amending process routing
- Defining rework loops / additional material review
- Processing work instructions review
- Reviewing Standard Operating Procedures
- Managing and verifying changes to process and procedures

#### **Continuous Improvement**

- Carrying out process capability analysis and effectiveness improvements
- Managing tooling design and integration
- Utilising Lean Manufacturing techniques and quality tools
- Leading quality improvement plans

### **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**

- Degree or equivalent in a relevant engineering discipline
- Industry relevant certifications are desirable e.g. IPC
- Working knowledge of Six Sigma, Lean Manufacturing and Process Improvement tools and techniques
- Good Working knowledge of Microsoft Office packages and CAD and Gerber generation software experience

**Person Specification**

- Excellent communication skills, verbal and written
- Excellent attention to detail
- Ability to prioritise own workload and work effectively to deadlines
- Proactive and flexible approach

**JOB EVALUATION & GRADING INFORMATION:****Driving Business Forward**

- Working under: line manager
- Level of decision making / influence: some
- Involvement in strategy & growth decisions: supports

**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: own output and local level

**Work Demand and Level of Responsibility**

- Work demand: high
- Level of responsibility: local level
- 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: high
- Scope of communication: internal, some cross departmental, external customers which may be in senior positions
- Requirement to influence others, change behaviour & define direction: high to some audiences



**Skill Level**

- Level of skill required: high
- Scope of skill level required: multiple areas
- Dealing with issues: use initiative & be problem solving when required
- Processes & procedures: to be followed or implemented or set
- Involvement in strategy decisions: supports

**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.