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| c  **Job Description / Specification** | |
| **Job Title:** | **Sample Engineer** |
| **Reporting To** | |
| **Job Title:** | **Production Manager** |
| **Location** | |
| **Department:** | **Operations** |
| **Organisation Structure** | |
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| **Purpose of the Position** | |
| The primary purpose of this role is supporting the production manager to ensure all Primary sample products are manufactured to the highest quality and in an agreed, suitable timeline whilst maintaining a safe working environment. To ensure the sample product has been designed for manufacture and that all routes, times, feedback, and training had been correctly rolled out. To act as the gatekeeper between Product Design and Primary and ensure all relevant checks have been completed before the product goes into production. The role will also have a direct link into Production engineering to support all DFMs, PP builds and Pilot builds. The role would include direct operating activities where the business requires, and the requirement to provide operator training upon the Production manager’s request. | |

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| **Key Responsibilities** | | | |
| **Health & Safety, Environment** | | | |
| 1 | To ensure all safe working practices are being adhered to throughout the site, ensuring correct PPE is being worn and taking corrective action to deal with any non-compliance. | | |
| 2 | To ensure the department is running in line with the company’s environmental policy, waste being segregated and pallets etc. stored in the correct locations. | | |
| 3 | To promptly act and report on any health and safety issues which have been identified through the near miss process, eliminating any health and safety hazards. | | |
| 4 | To ensure that any accidents are reported and investigated promptly by following the accident reporting procedure. | | |
| 5 | To promote the design and manufacture of safe components and products to prevent any incident during product manufacture, installation, and service. | | |
| **Quality** | | | |
| 1 | To ensure manufactured components meet or exceed expected Quality standards. | | |
| 2 | To ensure all quality surveillance audits are being carried out, first offs and last off completed and all green tags on products. | | |
| 3 | To ensure all operators have the knowledge and understanding of all quality requirements and to review any quality issues that may arise. | | |
| 4 | To be proactive. Identify and suggest ways to improve quality. | | |
| **Operational Performance** | | | |
| 1 | To effectively deliver the highest quality sample product to the design team ensuring substantial feedback is given to all relevant parties in a timely and professional manner. | | |
| 2 | To ensure the product has been manufactured to a high level and been designed around our key equipment, therefore guaranteeing that all products have been designed for manufacture. | | |
| 3 | To ensure the products sample feedback has the correct routing, alternative routing, cycle times provided and is delivered on schedule. | | |
| 4 | To work alongside the engineering DFM teams to ensure all jigs and tooling is available for when the products are released into manufacturing. | | |
| 5 | To support the production team when required in an operational capacity. | | |
| 6 | To provide training and support across operational area when required or as part of the product roll-out. | | |
| **Housekeeping** | | | |
| 1 | To ensure all working areas are kept clean, tidy, organised and in a presentable manner. | | |
| 2 | To ensure that all aisle ways and traffic areas are kept clear at all times. | | |
| 3 | To monitor, measure and audit all areas to ensure 6S requirements are met. | | |
| **General** | | | |
| 1 | To attend all sample meetings and DFMs and communicate back to the production teams any relevant feedback or upcoming projects. | | |
| 2 | To collaboratively work across multiple departments such as Production/Planning/Production engineering/Quality. To ensure all samples have been correctly set up and have been proven to be manufacturable. | | |
| 3 | To manage and update key performance indicators for all Primary samples. To work alongside various teams with the sample trackers. | | |
| 4 | To proactively build the knowledge of new products throughout the Primary department. | | |
| 5 | To ensure all documentation for new products has been checked and is available to production in line with the production plan, including enforcing revision control of documents. | | |
| 6 | To investigate new tooling opportunities and to develop our product stack and improve our manufacturing capabilities. | | |
| 7 | This list covers main duties but is not exhaustive, you may be asked to carry out other duties in any of the manufacturing areas dependent on requirements of the business. | | |
| **Specific Skill Requirements** | | | | |
|  | | **Essential** | **Desirable** | |
| **Education / Technical Skills** | | * Experience in a fast-paced manufacturing environment. * Knowledge of Health & Safety, Quality and Build Standards or equivalent working experience. * GCSE Maths and English or equivalent * IT Literate | * Working knowledge of SAP. * HNC Mechanical or Electrical Engineering qualification | |
| **Behaviour** | | * Demonstrates effective coaching and training to the shopfloor operators. * Demonstrate ability to be well organised, achieving departmental objectives within agreed timescales. * Is self-motivated but works well within a team. * Ability to communicate clearly and persuasively with the team and managers both in written and verbal format. * Effective presentation skills. * Demonstrates a passion for continuous improvement striving to always identify and implement ways to improve processes. * Demonstrates commercial understanding. |  | |

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| **Document Management** | | |
| **Written By:** | **Nick Hartigan** | **Date: March 2024** |