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| c  **Job Description / Specification** | |
| **Job Title:** | **Production Engineer** |
| **Reporting To** | |
| **Job Title:** | **Senior Production Engineer** |
| **Location** | |
| **Department:** | **Business Improvement** |
| **Organisation Structure** | |
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| **Purpose of the Position** | |
| Provide production support through the application of engineering skills, including process design, setup and verification.  Capability assessments, problems solving and identifying opportunities for continuous improvement and undertaking projects activities with safety and quality as prime focus, but also delivering optimized processes and cost reduction.  Identify and remove waste/non value activities from processes and products through team oriented process mapping and continuous improvement exercises. | |

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| **Key Responsibilities** | |
| Project Planning | Develop project scopes and objectives, effectively communicate project plans with all relevant stakeholders and ensure customers are placed at the forefront of project solutions and decisions. |
| Design for Manufacture | Manage new and special product developments that are introduced into operations by owning the design for manufacture process. |
| Factory support | Support operations with solving problems that affect production delays to help ensure delivery on time to the customer. |
| Process creation/improvement | Develop new processes for improving operations based activities and improve on current processes. |
| Process auditing | Audit processes within the business to maintain equipment and tools to a high standard. |
| Tooling/jigs design/creation | Design and create tools, jigs, fixtures and gauges to aid production in manufacturing products. |
| SAP BOMs/Routes | Maintain and create new Bill of Materials and routes for products to ensure lead times and costs are kept to a minimal. |
| System design and commissioning | Design and commission systems within operations with a real focus on Digitalisation. |
| Standard operating procedures | Create and maintain SOPS for new products and new production processes. |
| Lean Advocate | Promote lean tools, best practice and structured problem solving. |
| RA and SSoW | Ensure that all processes are covered by an up-to-date risk assessment RA with a clearly documented safe system of work SSoW, such as standard operating procedure SoP and associated user training. |
| BMS | Ensure all controlled documents are stored in BMS and revision controlled. |
| Communication | Report and escalate any concerns / project bottlenecks etc to senior management when needed.  Communicate frequent top level status of projects to senior management, identifying bottlenecks, project drift, and financial status. Defining business solutions or options for discussion. |

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| **Specific Skill Requirements** | | |
|  | **Essential** | **Desirable** |
| **Education/**  **Technical Skills** | * Engineering Qualification * IT skills, Excel, Microsoft project, CAD. * Experience in effective project management – completion of project life cycle. * Experience of working within a manufacturing / production engineering industry. * Conversant and highly experienced using continuous improvement techniques: FMEA, DMAIC, Kanban, 8D REPORTING, kaizen, Process and value stream mapping | * 10 to 15 years production engineering experience. * Back ground of working in a Fast paced Manufacturing industry, with short delivery timescales and high number of production SKU’S. |
| **Behaviour** | * Effective communication skills both written and verbal format. * Ability to work on own initiative as well as in a team, building strong working relationships with the ability to influence to achieve deadlines. * Demonstrates a high level of resilience, with the ability to remain calm and focused when under pressure * Demonstrates solid organisational skills including attention to detail and ability to multi-task to ensure actions are completed within the deadline. * Demonstrates a passion and enthusiasm to achieve targets. * Demonstrates drive to continuously identify ways to improve on processes and procedures. |  |

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| **Document Management** | | |
| **Written By:** | **Robert Bates** | **Date: 03/06/2021** |