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| c  **Job Description / Specification** | |
| **Job Title:** | **Senior Production Engineer (NPI Team leader)** |
| **Reporting To** | |
| **Job Title:** | **Business Improvement Manager** |
| **Location** | |
| **Department:** | **Production Engineering** |
| **Organisation Structure** | |
| **Business Improvement Manager**  Senior Production Engineer (NPI TL) | |
| **Purpose of the Position** | |
| **Lead a production engineering team to support NPI projects and own the DFM process from design concept to product launch. Manage individual NPI projects to support delivery to market, by ensuring successful launch into the factory. Ensure all necessary equipment, documentation and training is provided prior to product launch for all NPI projects and specials.** | |

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| **Key Responsibilities** | | |
| Leadership | | Lead the production engineering NPI projects team and ensure production engineering aspects of all NPI projects are completed for a successful manufacturing product launch. |
| Personnel development | | Maintain regular communication and conduct scheduled performance reviews within the NPI projects team. Arrange for training and development to prevent skills/ knowledge gaps from forming. Consistently promote high standards through personal example and roll out through the team so that each member of the team understands the standards and behaviours expected of them. |
| NPI Engineering | | Complete production engineering activities relating to NPI projects following the DFM process. |
| Design for Manufacture and Assembly | | Analyse process and product improvements; feeding back your proposals to the Design, Operations and production engineering teams with a focus on DFA and DFM |
| Tooling/jigs design/ creation | | Design, trial, manufacture and commission necessary tooling, jigs and fixtures whilst prioritising safety and product quality. |
| Time studies | | Preform time studies to BS3138: 22806 and create production flow sheets to balance work content and achieve effective flow. |
| Standard Operating procedures | | Create and maintain written and video SOPs as part of the DFM process to aide communication of assembly method to operators. |
| LEAN | | Identify business improvement opportunities within the organisation and use appropriate LEAN tools where applicable, including root cause analysis. Promote best practice and support the development of a LEAN culture within the business. |
| Documentation and Systems | | Create and maintain required controlled processes documentation and business systems, focused on improvement of documentation and systems at all times identifying opportunities for digitalisation. |
| PFMEA | | Own the PFMEA process to ensure new products are assessed for quality risk level and ensure suitable control systems are in place for launch. |
| Risk Assessments | | Conduct manufacturing safety risk assessments for any new equipment, assembly aides or processes introduced as part of the NPI projects ensuring any identified risks are appropriately designed out or addressed by documented safe system of work SSoW. |
| Factory support | | Support operations with solving problems that affect production to minimise delays and help ensure delivery on time to the customer. |
| SAP | | Create links to production part numbers for equipment and assembly documentation on SAP. |
| KPIs | Develop, implement and manage key performance indicators (KPIs) for each area of responsibility and ensure KPIs are met | |
| Communication | | Report and escalate any concerns / project bottlenecks etc. to senior management when needed. Communicate frequent top level status of projects to senior management. |

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| **Specific Skill Requirements** | | |
|  | **Essential** | **Desirable** |
| **Education / Technical Skills** | * Engineering Qualification * Experience in production or manufacturing engineering in a quality critical environment (5+ years). * Critical thinking ability to evaluate product and process designs and propose improvements. * Experience in lean/ continuous improvement principles; 5S, FMEA, VSM, Process flow, A3 Problem solving etc. * IT skills, Excel, Microsoft project, CAD. * Experience in effective project management – completion of project life cycle. | * Knowledge and understanding of SAP. * Experience in an automotive or electrical mechanical manufacturing environment. * Proficient in use of CAD packages; Solidworks, SolidEdge, AutoCAD. * Experienced in performing time studies and ideally certified by the Institute of Management Services (IMS). |
| **Behaviour** | * Strong leadership and decision making skills whilst working on day to day actives, with a focus on growth and development. * Ability to work on own initiative as well as in a team, with strong communication skills and the ability to build good working relationships at all levels building * Demonstrates a passion and enthusiasm for engineering excellence and to achieve targets. * Demonstrates solid organisational skills including attention to detail and ability to multi-task to ensure actions are completed within the deadline. * Demonstrates a high level of resilience, with the ability to remain calm and focused when under pressure * Demonstrates drive to continuously identify ways to improve on processes and procedures. | * Proven track record for driving lean culture within a business. |

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| **Document Management** | | |
| **Written By:** | **Bruno Feitosa** | **Date:16/06/2021** |