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				MTGRF_3070		
				Issue:		00
				Effective Date:		Nov-11
		Page N°:		1	of	3
Originator:	Stephen Hanson		Authorising Executive(s):	Stephen Hanson		
Department:	Programme Management			Keith McKenna		
Issuing Department:	Programme Management					

This Job description is required to outline the main aspects of the job for the purpose of Grading only. It is not to be regarded as a complete job specification and employees are expected, within the terms of existing agreements, to undertake other job functions subject to skill and capability.

Job Title:	CAD Designer	ORG Ref. Code:	-
Responsible To:	Lead Engineer	Supersedes:	-
Department/Function:	Engineering	Plant/Location:	Coventry Engineering Centre

PURPOSE: *Explain why the job exists and what it is intended to achieve.*

The role exists to assist and support the Lead Engineer in the Design and Development of systems for various programmes. The primary role is to ensure that product designs are developed with manufacturing and tool feasibility being considered from the outset.

Be able to work with minimum instruction and guidance in order to support the design to achieve specification and compatibility to all system attributes and performance targets.

CONTENT: *Briefly outline the MAIN duties and responsibilities of the job and describe how they are to be met by giving examples of work required.*

- Support the Lead Engineer and other support personnel to achieve Design and Programme targets (Cost, Quality, Weight etc...)
- Ensure that the product designs consider:
 - Design for assembly (DFA).
 - Design for manufacture (DFM).
 - Quality functional deployment (QFD).
 - Finite element analysis data (CAE/FEA).
- Ability to work (Un-assisted) within timing and Design constraints.
- Have a good knowledge of Materials and processes in order to ensure Designs are developed to meet industry standards and practices.


JOB DIMENSIONS:


i) *Outline the main Policies, Procedures, Schedules, Process, Manuals etc. within which the job is required to operate.*

- Support regular (Weekly) Design reviews with the internal Team as well as customers and nominated suppliers.
- Support customer meetings where appropriate, ensuring it's adherence to the process and achievement of all targets.
- Control specific design changes in line with programme timing objectives.
- Trained in major CAD system applicable to digital design e.g. NX and/or CATIA V5 (Programme & Customer Specific)
- In-depth knowledge of sector products and processes.
- Working knowledge of job-related technical skills: GD&T, DFM, DFA, CAE/FEA, CAD, FMEA, DVP&R.

ii) *Identify any time constraints, timetables, deadlines etc. within which the job has to operate.*

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				Issue:		00	
				Effective Date:		Nov-11	
				Page N°:		2	of
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<p>Operate and work to achieve programme timing as communicated by Lead Engineer.</p> <p>iii) Describe typical problems/ complexities in the job and the type/nature of decisions made or referred elsewhere and to whom.</p> <p>Typical problem would be the discovery of a system component's failure to meet Engineering design target or timing issue to meet pre production builds. Resolution would involve quantifying the magnitude of the issue, identifying root cause, identify containment, and implement permanent corrective actions.</p>							
RELATIONSHIPS: <i>Outline the nature of work relationships required of the job and the extent to which influence is necessary.</i>							
	LEVEL OF CONTACT	NATURE OF CONTACT		FREQUENCY OF CONTACT			
Inside Company	From Apprentice Engineer up to Director level.	Design status and proposals of actions to resolve issues.		Potentially weekly presentation to Lead Engineer & Team.			
Outside Company	From Engineer up to Chief Engineer level, within customers and external partners/ suppliers up to MD	Problem resolution & design content discussions.		Infrequently as work load requires.			
FINANCIAL DIMENSIONS:							
➤ No financial responsibility or ownership.							
RESOURCES: <i>Identify the types of Plant, Equipment and/or Company assets that are used in the operation of the job and the purpose for which they are required.</i>							
➤ CATIA V5 Workstation (Programme & Customer Specific) ➤ NX (Unigraphics) Workstation (Programme & Customer Specific) ➤ MS-OFFICE and MS-PROJECT.							
DEXTERITY & PHYSICAL SKILLS: <i>Describe the intensity of co-ordinating activities or physical actions required in the job. The need for particular sight, touch or manual skills should be identified.</i>							
Driving licence, Medical clearance to drive company vehicles.							
WORKING CONDITIONS: <i>Describe the working environment in which the job is required to operate.</i>							
Office based with frequent visits to customers and supplier facilities where necessary. Workshop, test lab, shop floor frequent visits – Health & safety must be observed.							
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		Page N°:		3	of	3
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SUPERVISION: <i>Is the job required to exercise supervision over others? If so then describe the nature and extent of this supervision and the level of influence required to be exercised in the operation of the job.</i>						
<ul style="list-style-type: none"> ➤ Support Lead Engineer to achieve targets. ➤ Guide and direct to develop lower rank members. ➤ Execute project work for achievement of sub system team targets 						
KNOWLEDGE: <i>What is the minimum level required of the job? Identify any formal qualifications and/or special vocational qualifications required and the duration and extent of necessary training.</i>						
<ul style="list-style-type: none"> ➤ CAD Design capability ideal but not essential, preferably IDEAS/NX and/or CATIA V4/V5 (Programme & Customer Specific) ➤ Minimum HNC/HND or Degree level in Engineering or equivalent relevant experience. ➤ 5+ years experience within automotive industry, preferably with a broad range of experience, particularly within system design and delivery, broad knowledge of materials and processes. 						
OTHER INFORMATION: <i>Briefly outline any further information which is considered relevant in providing a fuller understanding of the job requirements.</i>						
<ul style="list-style-type: none"> ➤ Knowledge of Automotive industry standard tools and processes. 						
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