

<b>Originator:</b>	<i>Stephen Hanson</i>	<b>Authorising Executive(s):</b>	<i>Stephen Hanson</i>
<b>Department:</b>	<i>Programme Management</i>		<i>Keith McKenna</i>
<b>Issuing Department:</b>	<i>Programme Management</i>		

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: <b>CAD Manager</b>	ORG Ref. Code: <b>MTG_CMG</b>
Responsible To: <b>Engineering &amp; Programme Director</b>	Supersedes: <b>-</b>
Department/Function: <b>Engineering</b>	Plant/Location: <b>Coventry Engineering Centre</b>

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

The role exists to manage, assist and support the Engineering & Programme Teams in the use of the company CAD Systems. You will be working closely with the engineering teams to ensure that all data created and managed, is done so in accordance with M-TEC Group standards as well as customer specific requirements.

The CAD Manager will also be required to develop, maintain and create standards required to ensure a smooth and efficient management of both the systems and personnel using the systems There will be a requirement (In order to develop the individual) to assist with drawing and 3D data creation as well as assistance with releasing data into the M-TEC Group system, as well as the customer systems.

The CAD Manager will also be required to manage ALL data transfers (Across Customers and CAD systems) and liaise with the required team members. Systems must be put in place to ensure this is formalised and managed accordingly. All data received from the Customers and Suppliers must also be stored/filed in a common structure (Specific to customers and systems) to allow easy update and access of the Engineering Teams

It is expected that you will 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.*

- CAD Management (CATIA V5 & NX Unigraphics)
- Develop CAD Standards for the company in conjunction with Customer requirements
- Manage and maintain the Data Transfer System Incoming & Outgoing (ALL incoming Customer and Supplier Data)
- Develop, Manage and police the PLM System (SmarTeam)

**JOB DIMENSIONS:**

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

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- Support regular (Weekly) System/IT reviews with the internal Team as well as customers and nominated suppliers (Where required).
- Provide CAD support, Develop, implement and enforce CAD Standards.
- Organise the CAD environment, Standardise and communicate to the Team.
- Supply technical support for all CAD software (CATIA V5 & NX Unigraphics) with the assistance of our Support Company.
- Maintain error log internally and track response times for maintenance contract partner.
- Provide support for plotting and electronic file submissions
- Interact on project standards co-ordination with clients
- Manage the M-TEC Group PLM System and Police on behalf of the Company.
- Manage M-TEC Data Transfer Portal for ALL customers and data formats.
- Provide training and supervision of in-house CAD users. Manage the CAD system training plan.
- Generate written technology evaluations for future software adoption.
- Provide a budget for all CAD technology items (Includes Hardware & Software Requirements)
- Maintain CAD document archive and retrieval for projects
- Provide leadership and vision to M-TEC Group in the area of CAD
- Develop training budget and overall scope (Manage CAD training plan for current employees and Future)
- Customisation of CAD Programs (Where Able)
- Maintain CAD Hardware & Software inventory (In Liaison with Business Direct)
- Strategic Planning for Licences.
- Scheduling drawing completion (Manage external Design partners if required)
- Photograph & Document recent projects for Future Customer presentations etc...
- Monitor and maintain server (Including Daily backups)
- AntiVirus and SPAM filter overview and maintenance
- Order new hardware and configure and setup when it arrives (In conjunction with IT Team)
- Order & maintain print & plotter supplies
- Archive completed projects
- Collect & shred old drawings and paperwork
- Provide input to business development & Programme Teams
- Conduct project related model reviews
- Produce corporate CAD screen shots
- Clean up CAD files for project closeout
- Develop the internal CAD Test(s) for all future candidates.

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

Operate and work to achieve programme timing as communicated by Programme and Engineering Teams.

*iii) Describe typical problems/ complexities in the job and the type/nature of decisions made or referred elsewhere and to whom.*



Document Title:  
**JOB DESCRIPTION**

Standard Document N°:  
**MTGRF\_3072**

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Typical problem would be the failure for CAD Designers to follow the modelling standards and processes in place to ensure continuity of modelling conventions. Resolution would involve quantifying the magnitude of the issue, identifying root cause, identify containment, and implement permanent corrective actions.

**RELATIONSHIPS:** *Outline the nature of work relationships required of the job and the extent to which influence is necessary.*

	<b>LEVEL OF CONTACT</b>	<b>NATURE OF CONTACT</b>	<b>FREQUENCY OF CONTACT</b>
Inside Company	From Apprentice Engineer up to Director level.	CAD Systems Management & Direction.	Daily communication to the M-TEC Group Team. Weekly/Bi-Weekly IT/System Reviews.
Outside Company	From Engineer up to Chief Engineer level, within customers and external partners/ suppliers up to MD	Guidance on CAD Systems and Administration.	Infrequently as work load requires.

**FINANCIAL DIMENSIONS:**

- No financial responsibility or ownership.

**RESOURCES:** *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.*

- CATIA V5 Workstation (Programme & Customer Specific)
- NX (Unigraphics) Workstation (Programme & Customer Specific)
- SmarTeam Experience
- MS-OFFICE and MS-PROJECT.

**DEXTERITY & PHYSICAL SKILLS:** *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.*

Driving licence, Medical clearance to drive company vehicles.

**WORKING CONDITIONS:** *Describe the working environment in which the job is required to operate.*

Office based with visits to customers and supplier facilities where necessary.  
Workshop, test lab, shop floor frequent visits – Health & safety must be observed.

**SUPERVISION:** *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.*



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- Support Lead Engineers, Lead CAD Designers, CAD Designers & Programme Managers to achieve targets.
- Guide and direct to develop lower rank members.

**KNOWLEDGE:** *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.*

- 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.
- Understanding of CATIA and/or NX System.

**OTHER INFORMATION:** *Briefly outline any further information which is considered relevant in providing a fuller understanding of the job requirements.*

- Knowledge of Automotive industry standard tools and processes.