


		Document Title: JOB DESCRIPTION		Standard Document N°: MTGRF_3064														
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Originator:	Stephen Hanson		Authorising Executive(s):		Stephen Hanson													
Department:	Programme Management				Keith McKenna													
Issuing Department:	Programme Management																	
<p>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.</p>																		
<table border="0"> <tr> <td>Job Title:</td> <td><u>TCe / Data Management Engineer</u></td> <td>ORG Ref. Code:</td> <td><u>MTG_TCE</u></td> </tr> <tr> <td>Responsible To:</td> <td><u>Engineering & Programme Director</u></td> <td>Supersedes:</td> <td><u>-</u></td> </tr> <tr> <td>Department/Function:</td> <td><u>Engineering</u></td> <td>Plant/Location:</td> <td><u>Coventry Engineering Centre</u></td> </tr> </table>							Job Title:	<u>TCe / Data Management Engineer</u>	ORG Ref. Code:	<u>MTG_TCE</u>	Responsible To:	<u>Engineering & Programme Director</u>	Supersedes:	<u>-</u>	Department/Function:	<u>Engineering</u>	Plant/Location:	<u>Coventry Engineering Centre</u>
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Department/Function:	<u>Engineering</u>	Plant/Location:	<u>Coventry Engineering Centre</u>															
PURPOSE: <i>Explain why the job exists and what it is intended to achieve.</i>																		
<p>The role exists to assist and support the Engineering & Programme Teams in the management of ALL data in and out of the business. 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.</p> <p>The TCe/Data Management Engineer 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 internal & external systems. There will be a requirement (In order to develop the individual) to assist and manage DMU of the various teams (Where required).</p> <p>The TCe/Data Management Engineer will also be required to manage ALL data transfers (Across Customers, Suppliers 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</p> <p>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.</p>																		
CONTENT: <i>Briefly outline the MAIN duties and responsibilities of the job and describe how they are to be met by giving examples of work required.</i>																		
<ul style="list-style-type: none"> ➤ Customer TCE/PLM System Management (CATIA V5 & NX Unigraphics) ➤ M-TEC Data Portal Management. ➤ Manage and maintain the Data Transfer System Incoming & Outgoing (ALL incoming Customer and Supplier Data). ➤ Develop, Manage and police the Internal & External PLM Systems. ➤ Distribute CAD data to other departments, suppliers and customers. ➤ Transfer of data using such tools as VPN, Leapfile and Customer Portals. ➤ Process CAD Requests via the M-TEC Data Transfer system and subsequent e-mail notifications. 																		
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JOB DIMENSIONS:							
<p>i) Outline the main Policies, Procedures, Schedules, Process, Manuals etc. within which the job is required to operate.</p> <p>The TCe/Data Management Engineer 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</p> <ul style="list-style-type: none"> ➤ Provide CAD support, Develop, implement and enforce CAD Standards (Where required). ➤ Raise tickets with the relevant Customer Helpdesks. ➤ Ensure TCE and Data Management system faults etc... are communicated within the business. ➤ 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 Engineering Teams on Data transfer protocols & Standards. ➤ Generate written technology evaluations for future software adoption. ➤ Provide a budget for all PLM technology items (Includes Hardware & Software Requirements) ➤ Assist in the Archiving of completed projects (With IT Manager) ➤ Collect & shred old drawings and paperwork ➤ Carry-out Q-CHECK model analysis and report outs for the Engineering Teams. ➤ Clean up CAD files for project closeout ➤ Develop the internal CAD Test(s) for all future candidates in conjunction with the Engineers. <p>ii) Identify any time constraints, timetables, deadlines etc. within which the job has to operate.</p> <p>Operate and work to achieve programme timing as communicated by Programme and Engineering Teams.</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 failure to be able to upload data into TCE. Resolution would involve quantifying the magnitude of the issue, identifying root cause, identify containment, and implement permanent corrective actions. Advise programme team on updates.</p>							
RELATIONSHIPS: Outline the nature of work relationships required of the job and the extent to which influence is necessary.							
	LEVEL OF CONTACT		NATURE OF CONTACT		FREQUENCY OF CONTACT		
Inside Company	From Apprentice Engineer up to Director level.		Data 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 Data Systems and Administration.		Infrequently as work load requires.		
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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) ➤ TCE Experience ➤ MS-OFFICE Office.						
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 visits to customers and supplier facilities where necessary. Workshop, test lab, shop floor frequent visits – Health & safety must be observed.						
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>						
➤ Support Lead Engineers, Lead CAD Designers, CAD Designers & Programme Managers to achieve targets. ➤ Guide and direct to develop lower rank members.						
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>						
➤ 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: <i>Briefly outline any further information which is considered relevant in providing a fuller understanding of the job requirements.</i>						
➤ Knowledge of Automotive industry standard tools and processes.						
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AGREEMENTS:						
<div> <div> Manager Signature: _____ </div> <div> Title: _____ </div> </div> <div> <div> Print Name: _____ </div> <div> Date: _____ </div> </div>						
<div> <div> Job Holder Signature: _____ </div> <div> Title: _____ </div> </div> <div> <div> Print Name: _____ </div> <div> Date: _____ </div> </div>						
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