| **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: | **Programme Manager** | ORG Ref. Code: | - |
| Responsible To: | Engineering & Programme Director | Supersedes: | - |
| Department/Function: | Engineering | Plant/Location: | Coventry Engineering Centre |

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

The programme manager role exists to set up, manage and lead the delivery of programmes in line with the defined cost, quality and timing objectives. The programme manager is responsible for delivery of the overall programme via the completion of all aspects including product engineering, quality, manufacturing, purchasing, commercial and logistics.

The programme manager is the senior point of external and internal contact for the programme, a point of issues escalation and a sounding board for the project manager(s) and other team members. The programme manager has overall responsibility for managing and reporting the programme profitability and budgets including D&D, tooling, capital and piece costs.

The programme manager is responsible for assessing and managing/ mitigating risk as well as running the change management process.

**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.*

➢ Ensure that previous programme lessons learned are incorporated Set objectives and co-ordinate actions to deliver system in line with the programme targets (cost, quality, weight etc...)
➢ Create own and update the overall programme timing plan
➢ Define and agree M-TEC's the customers and additional parties roles and responsibilities within the project
➢ Identify project team requirements including necessary resources and skills and develop and manage the resourcing profile
➢ Day to day management of the project team
➢ Manage, run and drive the internal & external change management process
➢ Run regular programme and Cross functional reviews and report programme status/ metrics to the customer and management.
➢ Ensure compliance with internal and external delivery expectations
➢ Manage gateway deliverables in accordance with M-TEC's internal and the customers product delivery processes
➢ Programme Manage the Team to set functional and performance targets for full system. To consider:
    o Design for assembly (DFA).
    o Design for manufacture (DFM).
    o Quality functional deployment (QFD).
    o Finite element analysis data (CAE/FEA).
    o Dimensional variation analysis (In conjunction with DVA specialist).
    o Monitor and Control Tool & Design Timing.
    o Ensures off Tool parts meet the required quality expectations (Contract Dependant)
    o Responsible for the engineering elements of customer part approval (PPAP).

| | Document Title: | Standard Document Nº: | | |
|---|---|---|---|---|
| **M-TEC Group®**<br>www.m-tecgroup.com | **JOB DESCRIPTION** | **MTGRF_3066** | | |
| | | **Issue:** | | 00 |
| | | **Effective Date:** | | May-14 |
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➢ Responsible for delivery of design to meet all targets. Ongoing status reviews to be held and results published.
➢ Ability to demonstrate understanding of internal metrics including Right first time (RFT) data.
➢ Ensure resources are in place to support objectives and assist in determining future resource requirements.
➢ Supervise assigned team members, giving technical direction and workload priorities.

**JOB DIMENSIONS:**

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

➢ Run regular (Weekly) Programme & Design reviews with the internal Team as well as customers and nominated suppliers.
➢ Run, Lead or support customer meetings where appropriate, ensuring it's adherence to the process and achievement of all targets.
➢ Report project progress against internal and customer milestones and drive resolution of concerns with the Engineering Lead.
➢ Support customers, gateways, other business reviews and the change management process.
➢ Manage and Support supplier meetings to ensure frequent and accurate tracking of progress against deliverables.
➢ Manage Internal & External escalation process.
➢ Define, Manage and track programme financials in line with internal and customer targets.
➢ Management and Control of all design changes in line with programme timing objectives.
➢ Release responsibility for the system including all hardware, software and trim components

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

Delivery of programme to ALL financial Targets
100% Engineering releases on time or early.
Operate and work to achieve programme timing – Programme operating within customers guidelines which identifies all builds, Gateways and Design sign off milestones.

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

……

**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. | Programme Management of the Team across all aspects. | Daily Team Contact. Potentially weekly presentation to Directors. Presentation at Gateways as per programme timing. |
| Outside Company | From Engineer up to Engineering and/or Programme Director level, within customers and external partners/ suppliers up to MD | Programme Management, Project & Financial Status. Escalation of timing or cost away from objectives | Infrequently as work load requires. |

**FINANCIAL DIMENSIONS:**

➢ Working closely with the Engineering and wider programme team to ensure the budget is managed.

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- ➢ Overall Programme Financial ownership for the business.
- ➢ Determine and apply the most appropriate and cost effective resources necessary for successful programs.
- ➢ Responsible for cost control of programme expenditure (engineering programme cash flow forecast).

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**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.*

Computer literate
MS-OFFICE and MS-PROJECT.

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**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.*

Excellent Communication skills, Willingness to travel, driving licence, medical clearance to drive company vehicles, can do attitude and flexible work ethic.

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

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

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**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.*

- ➢ Manage and support Engineering & Programme Teams (Internal & External) to achieve targets.
- ➢ Drive the Design team members (With Lead Engineer) of all disciplines to achieve set targets.
- ➢ Guide and direct to develop lower rank members.
- ➢ Plan and execute project work for achievement of sub system team targets
- ➢ Manage customers' expectations in line with Budget and timing constraints.

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**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.*

- ➢ Working knowledge of programme delivery and gateway processes including APQP
- ➢ Minimum HNC/HND or Degree level in Engineering or equivalent relevant experience.
- ➢ 10+ years' experience within automotive industry, preferably with a broad range of experience, particularly within system design and delivery, broad knowledge of materials and processes and team leadership

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**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.

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**AGREEMENTS**:

Manager Signature: _____     Print Name: _____

Title: _____     Date: _____

Job Holder Signature: _____     Print Name: _____

Title: _____     Date: _____

HR Signature: _____     Print Name: _____

Title: _____     Date: _____

**ADMINISTRATION ONLY:**