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				Effective Date:		Sep-14						
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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" style="width: 100%;"> <tr> <td style="width: 50%;">Job Title: Project Engineer</td> <td style="width: 50%;">ORG Ref. Code: -</td> </tr> <tr> <td>Responsible To: Engineering & Programme Director</td> <td>Supersedes: -</td> </tr> <tr> <td>Department/Function: Programme</td> <td>Plant/Location: Coventry Engineering Centre</td> </tr> </table>							Job Title: Project Engineer	ORG Ref. Code: -	Responsible To: Engineering & Programme Director	Supersedes: -	Department/Function: Programme	Plant/Location: Coventry Engineering Centre
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Responsible To: Engineering & Programme Director	Supersedes: -											
Department/Function: Programme	Plant/Location: Coventry Engineering Centre											
PURPOSE: <i>Explain why the job exists and what it is intended to achieve.</i> <p>The project engineer role exists to set up, support the Programme Manager in the delivery of programmes in line with the defined cost, quality and timing objectives. The project engineer is responsible for assisting the Programme Manager achieving the delivery of the overall programme via the completion of all aspects including product engineering, quality, manufacturing, purchasing, commercial and logistics.</p> <p>The project engineer is expected to be one of the points of external and internal contact for the programme, a point of issues escalation and a sounding board for the Lead Engineers and other project engineer(s) and other team members. The project engineer has responsibility for managing and reporting the programme profitability and budgets including D&D, tooling, capital and piece costs.</p> <p>The project engineer is responsible for assessing and managing/ mitigating risk as well as running the change management process.</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"> ➤ 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...) ➤ Support the Programme Manger in the creation and update the overall programme timing plan ➤ Assist in the definition 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 in conjunction with other Project Engineers and Engineers ➤ Manage, run and drive the internal & external change management process ➤ Run regular project 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 ➤ Assist in the management of the Team to set functional and performance targets for full system. To consider: <ul style="list-style-type: none"> ○ Design for assembly (DFA). ○ Design for manufacture (DFM). ○ Quality functional deployment (QFD). ○ Finite element analysis data (CAE/FEA). ○ Dimensional variation analysis (In conjunction with DVA specialist). ○ Monitor and Control Tool & Design Timing. ○ Ensures off Tool parts meet the required quality expectations (Contract Dependant) ○ Responsible for the engineering elements of customer part approval (PPAP). 												
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<ul style="list-style-type: none"> ➤ 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:						
<p>i) Outline the main Policies, Procedures, Schedules, Process, Manuals etc. within which the job is required to operate.</p> <ul style="list-style-type: none"> ➤ Run regular (Weekly) Project & 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 ➤ Manage the customer systems and processes to ensure releases are deliver on-time and within the scope of work. ➤ Assist in the all aspects of the release process to ensure; <ul style="list-style-type: none"> ○ DCS are issued to Purchase & Suppliers on-time. ○ QAF's are returned validated and issued to internal & external parties as required. ○ ALL areas of the business are monitored and pushed for QAF & VFM validation, ○ Supplier support plans are developed managed and negotiated to achieve programme timing ○ PACN's, RPS's, Shopping Carts etc... are all raised in accordance with the programme requirements. ○ Manage, support and run supplier meetings to ensure all aspects of the release are carried out on-time and within the required budgets. ➤ Assist the programme manager to develop, maintain and report out on programme metrics and presents (Weekly). <p>ii) Identify any time constraints, timetables, deadlines etc. within which the job has to operate.</p> <p>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.</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>.....</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.	Programme Management of the Team across all aspects.	Daily Team Contact. Potentially weekly presentation to Directors. Presentation at Gateways as per programme timing.			
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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:							
<ul style="list-style-type: none"> ➤ Working closely with the Programme, Engineering and wider programme team to ensure the budget is managed. ➤ 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). 							
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>							
Computer literate 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>							
Excellent Communication skills, Willingness to travel, driving licence, medical clearance to drive company vehicles, can do attitude and flexible work ethic.							
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 including international travel 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>							
<ul style="list-style-type: none"> ➤ 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. 							
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>							
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