

		Document Title: JOB DESCRIPTION		Standard Document N°:														
				MTGRF_3104														
				Issue:		00												
				Effective Date:		Jun-16												
		Page N°:		1	of	4												
Originator:	Nicholas Jackson	Authorising Executive(s):		Stephen Hanson														
Department:	Engineering Services			Keith McKenna														
Issuing Department:	Engineering Services																	
<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>Release Engineer</td> <td>ORG Ref. Code:</td> <td>-</td> </tr> <tr> <td>Responsible To:</td> <td>Engineering Services Manager</td> <td>Supersedes:</td> <td>-</td> </tr> <tr> <td>Department/Function:</td> <td>Engineering Services</td> <td>Plant/Location:</td> <td>Coventry Engineering Centre</td> </tr> </table>							Job Title:	Release Engineer	ORG Ref. Code:	-	Responsible To:	Engineering Services Manager	Supersedes:	-	Department/Function:	Engineering Services	Plant/Location:	Coventry Engineering Centre
Job Title:	Release Engineer	ORG Ref. Code:	-															
Responsible To:	Engineering Services Manager	Supersedes:	-															
Department/Function:	Engineering Services	Plant/Location:	Coventry Engineering Centre															
PURPOSE: <i>Explain why the job exists and what it is intended to achieve.</i>																		
<p>The role exists to lead and assist the Engineering & Programme teams with all aspects of Bill of Materials (BoM) creation and management and change management activity relating to the BoM. Proficient use of Microsoft Excel is required and previous experiences of Ford or JLR systems is advantageous, specifically Worldwide Engineering Release System (WERS).</p> <p>You will support the engineering teams to ensure that all product engineering performance requirements are suitably specified either according to the customer's existing specifications or by making recommendations where existing specifications do not exist or are not considered sufficient for the application.</p> <p>It is expected that once trained you will be able to work with minimum instruction and guidance in order to support the Engineering & Programme teams with programme delivery, liaising with customer contacts as and when required to enable BoM delivery to the customer's specification.</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"> ➤ Lead BoM creation/management and associated activities with both internal & external teams. ➤ Support the Programme Manager in the creation and update the overall programme timing plan (in relation to BoM activities). ➤ Day to day management of the BoM content for the assigned M-TEC projects in conjunction with the relevant Lead Engineers. ➤ Own change process for any required BoM releases working closely with the TCe/Data Management Engineer and Lead Engineer to ensure Right First Time releases. ➤ Manage, run and drive the internal & external teams to ensure BoM maturity in line with the customer and/or project expectations. ➤ 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 customer's product delivery processes. ➤ 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 (To be done in conjunction with Engineering Services Manager). ➤ Supervise assigned team members (Where applicable), giving technical direction and workload priorities. 																		
<div> M-TEC Group® Standard Document -Printed Copies Are Uncontrolled / Electronic Is Master - Date Printed: 20-Jun-16 Std Document No. : MTGRF_3104 </div>																		

		Document Title: JOB DESCRIPTION		Standard Document N°: MTGRF_3104			
				Issue:		00	
				Effective Date:		Jun-16	
				Page N°:		2	of
Originator:	Nicholas Jackson		Authorising Executive(s):		Stephen Hanson		
Department:	Engineering Services				Keith McKenna		
Issuing Department:	Engineering Services						
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) BoM 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 Programme/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 (done in conjunction with Engineering Services Manager and/or Programme teams). ➤ 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"> ○ 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 associated financial targets Operate and work to achieve programme timing – Programme operating within customer's 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>Availability of all required information to enable a change to proceed, can decide to proceed without certain information with the customer's permission due to timing constraints, but this will in effect double the workload of the release engineer as the release will have to be repeated to include the missing information.</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.		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.		
M-TEC Group® Standard Document		-Printed Copies Are Uncontrolled / Electronic Is Master -			Date Printed: 20-Jun-16 Std Document No. : MTGRF_3104		

 M-TEC Group® <small>WWW.M-TECGROUP.COM</small>		Document Title: JOB DESCRIPTION		Standard Document N°: MTGRF_3104			
				Issue:		00	
				Effective Date:		Jun-16	
				Page N°:		3	of
Originator:	Nicholas Jackson	Authorising Executive(s):		Stephen Hanson			
Department:	Engineering Services			Keith McKenna			
Issuing Department:	Engineering Services						
FINANCIAL DIMENSIONS:							
<ul style="list-style-type: none"> ➤ Working closely with the Engineering Services Manager, Programme, Engineering and wider programme team to ensure the budget is managed. ➤ Determine and apply the most appropriate and cost effective resources necessary for successful programs. 							
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 specifically Excel							
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 both the Engineering Services Manager as well as the Engineering & Programme Teams (Internal & External) to achieve targets. ➤ Guide and direct to develop lower rank members. ➤ 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>							
<ul style="list-style-type: none"> ➤ Minimum HNC/HND or Degree level in Engineering/Design/Sciences or equivalent relevant experience. ➤ 1+ years' experience within automotive industry, preferably with a broad range of experience, particularly within BoM and change management. 							
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. 							
M-TEC Group® Standard Document -Printed Copies Are Uncontrolled / Electronic Is Master - Date Printed: 20-Jun-16 Std Document No. : MTGRF_3104							

