



## Project Engineer – Job Description

(Job Code and Level: EPRG003)

### Definition:

Programmes is defined as: Co-ordinating and controlling projects from concept to post production launch of new and modified components and vehicles ensuring delivery to timing deadlines, cost and quality.

### Overall Purpose of the Role:

Responsible for coordinating all project elements including engineering design, quality planning, manufacturing, installation, commissioning and final buy-off phases as well as ensuring the project remains within budget in order to meet the requirements of the customer's needs. Work on many phases or sub-tasks of projects or entire projects of moderate complexity, with results impacting on project completion. Work under general supervision, reviewed at project milestones and/or on completion by Senior Management.

May have Project Engineers within each specific function e.g. Design Engineering, Production Engineering responsible for ensuring their area's delivery within a project or programme.

### Key Responsibilities:

#### General and Task Management

- Coordinate all project elements including engineering design, quality planning, manufacturing, installation, commissioning and final buy-off phases
- Manage the project within budget
- Plan project requirements and resources, including the sourcing of sub-contract elements, etc.
- React promptly and effectively to changing client and product needs
- Anticipate any potential project risks, identifying and establishing corrective actions
- Produce deliverables on-time to customer requirements, clarifying these requirements where necessary
- Define the customer specification into either a departmental action or sub-contractor order

- Accurately cost any changes in specifications
- Effectively analyse customer and internal changes, including feasibility study
- Produce clear, focused and understandable explanations for change requests
- Track customer changes and participate in customer meetings when required
- Participate in Design Failure Mode and Effect Analysis (DFMEAs), Quality history reviews, robustness studies, etc
- Participate in Advanced Product Quality Planning (APQP) and Production Part Approval Process (PPAP) processes
- Track tasks against the project timing plan
- Assist with design verification and sign off reporting
- Apply specific technical skills as required to support the customer or colleagues
- Proactively seek out opportunities for new or repeat business
- Be willing and available to work at company and customer premises as required
- Keep up with current and developing engineering trends
- Undertake special projects as required
- Contribute to continuous improvement activities
- Quality control of work by appropriate reviews
- Support and lead process improvement activities
- Write reports and present progress at project meetings and to clients
- Conduct benchmarking studies to determine best practices/ future trends
- Plan projects or subtasks so they may be tracked and presented
- Manage the Key Performance Indicators (KPIs)
- Attend various meetings and action/communicate instructions
- Undertake continuous training and development
- Perform root cause analysis and resolve problems
- Independently determine approach and assigned tasks

### **People Management**

- Lead and/or support technicians and trainee engineers
- Train people within own work group

### **Relationship Management**

- Liaise and communicate with other departments, customers, suppliers and other service providers
- Be an effective team member, working with supervisor and colleagues to ensure smooth workflow with maximum output

### **Self Management**

- Comply with the Health, Safety and Environmental Policies
- Assertive, Optimistic, resilient and welcomes change
- Engages interest and participation of others and has a collaborative approach to working together
- Proactively contributes to the team

- Is self aware
- Self-confident and determination
- Shows moral courage, openness and honesty in all dealings

### **Skills and Attributes:**

- Responsible for projects involving multiple people
- Able to read and understand engineering drawings
- Ability to understand and translate product drawings into process information
- Ability to track budget spend, including sub-contract hours
- Ability to make and manage good relationships
- Strong written and verbal communication skills
- Strong administrator
- Analytical skills and good judgement
- Initiative and results/target focused
- Quality conscious
- Ability to work to tight deadlines
- Problem solving skills
- Presentation skills
- Ability to promote and drive continuous improvement
- Able to make decisions
- Understand Lean principles
- Exercises latitude and technical judgement in deciding work methods
- Good understanding of customer expectations and deliverables with an awareness of the impact of failure/cost of poor quality

### **Qualifications and Experience Levels:**

- Relevant manufacturing/engineering degree preferred, A Levels, ONC, City & Guilds level 3, BTEC National Diploma Level 3, IVQ Technician Diploma, NVQ level 3
- Professional accreditation with an industry related body would be advantageous
- Good understanding of engineering principles
- Mechanical, electrical, electronic or software background
- Proven Project Engineering/Project Management experience
- Advanced Microsoft user to include Project and Excel software
- Experience in creating project plans in Microsoft Project
- Experience in Bill of Material (BOM) structures
- Understanding of legislation and standards
- An understanding of Lean Manufacturing
- Understanding of design and production costs to include waste, downtime, scrap and re-work

### **Example roles this job description may cover:**

- Programme Engineer