



## Senior Project Engineer, Programmes – Job Description

(Job Code and Level: EPRG003.1)

### 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, and commissioning and final buy-off phases as well as ensuring the project remained within budget in order to meet the requirements of the customer's needs. Responsible for multiple highly complex major projects requiring innovative original solutions where results are key to successful completion of major projects. Work mostly independently with minimal supervision and work is reviewed at project milestones and/or on completion by Senior Management.

### 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
- Raise timely and correct purchase requisitions on Standard Analyses: Purchasing Information System (SAP)
- Participate in Design Failure Mode and Effect Analysis (DFMEAs), Quality history reviews, robustness studies, etc
- Manage 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
- Write proposals and reports with all necessary backup material
- Develop innovative solutions to unique problems
- Develop and maintain expertise
- 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
- Estimate budgets and manpower required for projects
- Achieve goals within budget
- Conduct benchmarking studies to determine best practices/designs and future trends
- Plan projects or subtasks so they may be tracked and presented
- Manage the Key Performance Indicators (KPIs)
- Produce written reports and make presentations
- Undertake continuous training and development
- Perform root cause analysis and resolve problems
- Independently determine approach and assigned tasks

### **People Management**

- Lead groups of Engineers and Technicians if required
- Provides guidance to other team members
- Train both team and broader organisation members

### **Relationship Management**

- Attend and participate in customer meetings when required
- Help manage suppliers to ensure parts are delivered on time to the required quality standard
- Be an effective team member, working with supervisor and colleagues to ensure smooth workflow with maximum output

- Be willing and available to work at company and customer premises as required
- Manage and work with vendors
- Represent work team at reviews and cross-organisational team meetings
- Liaise and communicate with other departments, customers, suppliers and other service providers
- Attend various meetings and action/communicate instructions

### **Self Management**

- Comply with the Health, Safety and Environmental Policies
- Embraces personal challenge
- Confident, rounded thinking
- Is self aware
- Is resilient, optimistic and open to change
- Engages interest and participation of others and has a collaborative approach to working with others
- Proactively contributes to the team
- Actively Committed to team development

### **Skills and Attributes:**

- Exercise substantial initiative/judgement in work methods and interpreting goals
- Work independently and is reviewed infrequently with minimal supervision
- Self-supervising within the guidance and expectations of divisional management
- Strong people management and leadership skills
- Ability to coach, counsel and develop people
- Excellent verbal and written communication skills
- Communicate with clarity and demonstrate excellence in approach to work and people activities
- Excellent organisation skills
- Excellent problem solving skills
- Ability to manage a wide variety of activities at the same time
- Ability to plan, analyse and challenge
- Able to work cross functionally and collaboratively with many stakeholders
- Solid understanding of all people related processes and procedures
- Financial and commercial acumen
- High levels of motivation and action orientated
- Able to identify root cause of any losses

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

- Relevant manufacturing/engineering degree is preferred, or HNC, BTec Professional Level 4 Award or equivalent NVQ Level 4 qualifications.
- Membership of an Industry related Professional Body would be advantageous

- Experience of leading and developing (multi-skilled) people
- Strong PC skills and experience of packages such as SAP (Standard Analyses: Purchasing Information System)
- Knowledge of lean manufacturing techniques and recognised QC tools
- Knowledge of Health & Safety legislation including ISO14001 and responsibilities
- Knowledge of Quality standard TS16949

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

- Senior Programme Engineer