

<b>Job Title:</b>	Engineering Project Manager	<b>Version 1</b>
<b>Work Location</b>	Transcal Engineering, Racecourse Road, Pershore, WR10 2DG	
<b>Reports To (Line Manager):</b>	Managing Director	
<b>Your main purpose is:</b>	To be responsible for the delivery of strategic and tactical activities for implementing operational initiatives, designed to exceed Customer expectations of product performance, quality, cost and delivery.	

## Key Responsibilities and Duties

### SAFETY:

- Safety must always be a prime consideration and you are required to ensure that the safety of people, the environment and our products are never compromised
- You have a responsibility under the Health & Safety at Work etc Act 1974 to take reasonable care of yourself and other persons that may be affected by your acts or omissions at work, secure the health, safety, and welfare of your staff at work and protect, so far as is reasonably practicable, all others against risks to their health or safety arising from your work activities and those of their staff and ensure that your duties are discharged adequately. The responsibility to achieve the duty cannot be delegated. The tasks required to discharge them can be delegated; assistance and support can be obtained; but the responsibility remains with you

### DIMENSIONS:

- Day-to-Day responsibility of the Production Engineering, and Design Departments, ensuring effective application of technical disciplines, governance, and applicable requirements
- Working collaboratively with internal and external key stakeholders, providing technical support in pursuance of best-in-class products and business practices, to meet with Customers' expectations
- Take an active role in the project management cycle, in all aspects of product realisation and manufacture
- Reporting and delivery against Key Performance Indicators (KPI's), relevant to the Engineering Department
- Actively promote and contribute to the business ethos of manufacturing to cost, on time, and to the highest quality standards
- Support the Operations Team, with their responsibility to promote best practices of safe working, quality, and environmental consideration(s)
- Promote Continual Improvement, across all manufacturing related areas and functions of the business
- Proactively engage and demonstrate a strategic approach to the development of Business Systems, and personnel
- Embrace overall responsibility for Engineering activities across the business, providing guidance and mentoring to the Engineering Team with emphasis aimed at ensuring their ongoing development
- Participate with, and where appropriate, lead with Design Reviews, actively promoting adherence to applicable design and regulatory requirements, ensuring these are understood and embedded into the manufacturing processes, and product(s)
- Contribute with the creation of best-practice manufacturing processes, strategy, policies, and procedures to aid and improve business performance(s)
- Act as point of contact for Customers during appropriate engineering phase(s) of projects, ensuring engineering drawings, BOM's, delivery schedules, and Customer specifications are managed in-line with applicable requirements
- Support the business in optimising applicable revenue-streams, meeting Customer delivery and quality requirements
- Evaluate the challenges faced by the business, acting to mitigate risks, and develop opportunities
- Contribute to overall business strategy and annual budgetary requirements
- Initiate and develop creative and innovative, engineering solutions and assist to develop manufacturing processes for delivering to Customers' needs
- Identify, report, and address manufacturing concerns and issues, collaboratively with relevant parties
- Work cross-functionally with departments, for the successful transition of new products from design through to production, including short lead time prototypes
- Oversee and support the Production Engineers to produce and maintain associated documentation such as Process Instructions, Test Instructions and BOM contents for all product(s)
- Ensure robust validation processes for BOM structure, are applied prior to release via the MRP System
- Facilitate the ECN system, ensuring its governance to support configuration management

## Person Specification

### Essential -

- Minimum of 3 years current experience within a similar position, industry, and engineering environment (mechanical and electrical systems)
- Demonstrable knowledge and experience of working with BS EN ISO standards, (BS 8888)
- Effective communication skills
- Ability to read and interpret engineering drawings
- A strong background and experience of document and data control
- Quality aware and experience of working within a Customer focused environment
- Prioritise and perform duties whilst under minimum supervision
- Experience with detailed report writing, WI's, PI's, QA, and Safety
- Strong IT skills, data entry, with attention to detail and accuracy
- Proactive and engaging to work efficiently to deadlines, in order to achieve targets
- Excellent team player with a proactive hands-on approach
- Flexibility to performing other tasks if required, and willing to learn new skills
- Strong problem-solving skills and confident to make informed, evidence-based decisions
- Demonstrable leadership, with emphasis to staff mentoring and development
- Experience Of Supporting Capital Expenditure (CAPEX), investment programmes, optimising working capital usage and minimising waste through the development of a Continual Improvement initiatives, encompassing lean principles and clear strategic development

### Desirable –

- Qualified / current experience of using Lean Six Sigma
- Planning experience, NPI, and product life cycle
- Experience of working within the guidelines of BS EN ISO 9001, 14001, 45001-(18001), 3834, EN 15085
- Experience of working within industries of Defence, Aerospace, Rail, and application of Def-Stan / Mil-Std, and RIS
- A member of, or working towards membership of a relevant engineering institution (IMechE, IET etc)

### Working Days

Monday – Friday (subject to change depending on business requirements)

### Working Hours

7:45 – 17:15 Mon - Thurs / 7:45 – 13:00 Fri

(40 hours of work per week. You may be expected to work any additional hours depending on business requirements)

*This job description is not intended to be exclusive or exhaustive. It is an outline indication of the areas of activity and may be amended to reflect the changing needs of TRANSCAL Engineering.*