



Job Title: Manufacturing Engineer Department: Manufacturing Engineering	Approved by: T. Armitage Reports to: Manufacturing Engineering Manager	Date: 23.05.19 Revision no: 5
Job Status: Full-time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Temp <input type="checkbox"/> Location: Letchworth <input type="checkbox"/> Stranraer <input checked="" type="checkbox"/> Home Based <input type="checkbox"/>		
Purpose/Objective: The purpose of the position is to ensure the smooth transition of design concept through to production. This will include the use of recognised Manufacturing Engineering techniques to maximise efficiency throughout the process,		
Key duties/responsibilities Review existing product design for improved manufacturing efficiency. Contribute to configuration management. Carry out cost benefit analysis for process improvements. Investigate/source modern and innovative materials/equipment. Participate in continuous improvement teams. Analyse and review design concepts to ensure manufacturing capability feeding back information to Design Engineers. Determine the process for manufacture and assembly. Production jig and fixture design. Co-ordinate pre-production build of new products. Writing work instructions and production aid documentation. Determine and implement process controls for production. Support the NPI process of new and existing products. Review data provided by QA and production to ensure continuous improvement of process. Asses Supplier Capability and Process control. Communicate lessons learned to all parties including design, quality & production.	Person Specification Proven experience in Manufacturing/Engineering Environment. Ability to make decisions within defined procedures and use initiative Computer literate with experience of using all Microsoft Office systems, bespoke IT packages, databases, and data analysis software. Good verbal and written communication and interpersonal skills at all levels. Hands on approach at investigating and solving hardware and process problems.	

Skills and Abilities			Qualifications/Experience		
Read Engineering drawings, technical specifications & Bills of Material. Systematic approach to projects and improvement activities. Calculate financial implications during process implementation and improvement. Team focused with the ability to participate in and/or lead cross-functional teams. Knowledge of Six Sigma, Lean manufacturing and other process control tools. Design of jigs and fixtures good oral & written communication skills Full UK driving license Full valid passport			BTec, HNC, HND or degree in Electro/mechanical Engineering. Minimum three years of previous experience in quality concepts, metrics and problem-solving methodologies in an engineering manufacturing industry. Experienced in the use of Microsoft Office suite and data manipulation using computers. Experience working with and Knowledge of manufacturing equipment and machinery. Use of Minitab or equivalent statistical software packages. Lean/six-sigma experience		
			Any other duties On occasion travel between sites UK & US to assist in various ME tasks		
Competencies	Expected level for the position required rate 0-5	Current level achieved rate 0-5	Gap	Comments	Key
Professional Knowledge	4				0 Not Required
Program/Project Management	3				1 Training necessary
Engineering Review, Decision Making & Analysis	5				2 In training
Communication	5				3 Qual with s/vision
Engineering Design and Analysis	4				4 Fully qualified
Leadership	2				5 Able to train others
Data Analysis	4				
Computer Literacy	4				
Travel: Generally, travel not req <input type="checkbox"/> Limited travel req <input type="checkbox"/> Regular travel req <input checked="" type="checkbox"/>					
Career Progression and Training and Development: Possible promotion to Senior Manufacturing Engineer					
<i>Please note that the position description is not a full and detailed description of a position. It will only cover approximately 80% of the tasks.</i>					

I hereby confirm that I have read and understood the Job Description and will fulfil my duties and responsibilities in an efficient manner.

Full Name of Employee

Date and Signature of Employee

Date and Signature of Line Manager