

Originator:

Stephen Hanson

Authorising Executive(s):

Stephen Hanson

Department:

Programme Management

Keith McKenna

Issuing Department:

Programme Management

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.

Job Title: **Lead Engineer**

ORG Ref. Code: -

Responsible To: **Engineering & Programme Director**

Supersedes: -

Department/Function: **Engineering**

Plant/Location: **Coventry Engineering Centre**

PURPOSE: *Explain why the job exists and what it is intended to achieve.*

The role exists to lead the Design and Development of Interior systems for various programmes. The primary role is to lead and be responsible for the full design specification and compatibility to all system attributes and performance targets. This will involve interaction and co-ordination of customer, supplier and internal departments to deliver the system within the quality, cost and timing constraints identified within the programme.

The Lead Engineer is expected to determine and drive the most appropriate design and engineering solution for his/her commodities. Ensuring that all programme/APQP requirements are satisfied.

CONTENT: *Briefly outline the MAIN duties and responsibilities of the job and describe how they are to be met by giving examples of work required.*

- Set objectives and co-ordinate actions to deliver system in line with the programme targets (cost, quality, weight etc...)
- Set functional and performance targets for full system. To consider:
 - Design for assembly (DFA).
 - Design for manufacture (DFM).
 - Quality functional deployment (QFD).
 - Finite element analysis data (CAE/FEA).
 - Dimensional variation analysis (In conjunction with DVA specialist).
 - Monitor and Control Tool & Design Timing.
 - Ensures off Tool parts meet the required quality expectations (Contract Dependant)
 - Responsible for the engineering elements of customer part approval (PPAP).
 - Supervise all tool trials, tool sign off and shipping of tools to their respective manufacturing destination (Contract Dependant)
 - Ensuring that the process is robust prior to tool shipment (Contract Dependant)
- Responsible for delivery of design to meet all targets. Ongoing status reviews to be held and results published.
- Lead or support the Programme Manager where appropriate in the delivery of the system objectives and present progress on those objectives at programme reviews including Milestone's and Gateways.
- Prepare and support the Programme Manager in the developing and maintaining project-timing plans for all system activities e.g. build support, DVP test plan.
- Project manages any sourced suppliers or Contracted teams to deliver fully engineered system meeting all Customers engineering and programme targets.
- Key fact holder for system design and development.
- Ensure full Failure Mode Avoidance (FMEA) processes are implemented including adherence and ownership of RASIC checklist.

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- 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.
- Supervise assigned team members, giving technical direction and workload priorities.

JOB DIMENSIONS:

i) Outline the main Policies, Procedures, Schedules, Process, Manuals etc. within which the job is required to operate.

- Lead regular (Weekly) Design reviews with the internal Team as well as customers and nominated suppliers.
- Lead or support customer meetings where appropriate, ensuring it's adherence to the process and achievement of all targets.
- Raise progress and lead resolution of concerns.
- Support customers, gateways, other business reviews and the change management process.
- Support and if necessary lead DFMEA's and FMA processes. Input to manufacturing PFMEA where applicable.
- Responsibility for completion of DVP test plans both internal and supplier based.
- Control all design changes in line with programme timing objectives.
- Release responsibility for the system including all hardware, software and trim components

ii) Identify any time constraints, timetables, deadlines etc. within which the job has to operate.

100% Engineering releases on time or early.

Operate and work to achieve programme timing – Programme operating within customers guidelines which identifies all builds, Gateways and Design sign off milestones.

iii) Describe typical problems/ complexities in the job and the type/nature of decisions made or referred elsewhere and to whom.

Typical problem would be the discovery of a system component's failure to meet Engineering design target or timing issue to meet pre production builds. Resolution would involve quantifying the magnitude of the issue, identifying root cause, identify containment, and implement permanent corrective actions. Communication to the programme team and management is a vital part of the process. Alternatively, supplier timing plan is not achieved; recovery would involve work rounds, escalation, personal intervention, premium time working etc...

RELATIONSHIPS: *Outline the nature of work relationships required of the job and the extent to which influence is necessary.*

	LEVEL OF CONTACT	NATURE OF CONTACT	FREQUENCY OF CONTACT
Inside Company	From Apprentice Engineer up to Director level.	Presentation of Design status and issues with road-blocks with proposals of actions to resolve issues.	Potentially weekly presentation to Directors & Team. Presentation at Gateways as per programme timing.
Outside Company	From Engineer up to Chief Engineer level, within customers and external partners/ suppliers up to MD	Problem resolution, design content and test programmes. Escalation of timing or cost away from objective	Infrequently as work load requires.

FINANCIAL DIMENSIONS:

- Work closely with the Programme Manager to ensure budget is managed within ALL targets.

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- Assist in determining future budget requirements for cycle plan actions.

RESOURCES:

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.

CATIA V5 Workstation (Programme & Customer Specific)
NX (Unigraphics) Workstation (Programme & Customer Specific)
MS-OFFICE and MS-PROJECT.

DEXTERITY & PHYSICAL SKILLS:

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.

Driving licence, Medical clearance to drive company vehicles.

WORKING CONDITIONS:

Describe the working environment in which the job is required to operate.

Office based with frequent visits to customers and supplier facilities where necessary.
Workshop, test lab, shop floor frequent visits – Health & safety must be observed.

SUPERVISION:

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.

- Manage and support Programme Manager to achieve targets.
- Manage Design team members of all disciplines to achieve set targets.
- Guide and direct to develop lower rank members.
- Plan and execute project work for achievement of sub system team targets

KNOWLEDGE:

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.

- CAD Design capability ideal but not essential, preferably IDEAS/NX and/or CATIA V4/V5 (Programme & Customer Specific)
- Minimum HNC/HND or Degree level in Engineering or equivalent relevant experience.
- 10+ years experience within automotive industry, preferably with a broad range of experience, particularly within system design and delivery, broad knowledge of materials and processes and team leadership

OTHER INFORMATION:

Briefly outline any further information which is considered relevant in providing a fuller understanding of the job requirements.

- Knowledge of Automotive industry standard tools and processes.



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JOB DESCRIPTION

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AGREEMENTS:

Manager Signature: Print Name:

Title: Date:

Job Holder Signature: Print Name:

Title: Date:

HR Signature: Print Name:

Title: Date:

ADMINISTRATION ONLY: