

Originator:

Nicholas Jackson

Authorising Executive(s):

Stephen Hanson

Department:

Engineering Services

Keith McKenna

Issuing Department:

Engineering Services

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: **DV Engineer**

ORG Ref. Code: -

Responsible To: **Engineering Services Manager**

Supersedes: -

Department/Function: **Engineering Services**

Plant/Location: **Coventry Engineering Centre**

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

The role exists to lead and assist the Engineering & Programme teams with the use of design verification (DV) techniques and planning to ensure that the product engineering is robust. You will lead all relevant DV activities, DV plan creation and physical testing management, through to completion to support the engineering process. Previous experience of customer software systems (JLR RMDV2 for example) would be an advantage.

You will support the engineering teams to ensure that all product engineering performance requirements are suitably specified either according to the customer's existing specifications or by making recommendations where existing specifications do not exist or are not considered sufficient for the application.

It is expected that you will be able to work with minimum instruction and guidance in order to support the design to achieve specification and compatibility to all system attributes and performance targets.

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.*

- Lead DV planning and associated activities with both internal & external teams.
- Support the Programme Manager in the creation and update the overall programme timing plan (in relation to DV activities)
- Identify project team requirements including necessary resources in order to support timely completion of ALL DV activities within a given project.
- Day to day management of the DV content of ALL M-TEC projects in conjunction with other Project Engineers and Engineers
- Manage, run and drive the internal & external teams to ensure robust and accurate DV plans are in place where required by the customer and/or project.
- Run regular project and Cross functional reviews and report programme status/metrics to the customer and management.
- Ensure compliance with internal and external delivery expectations
- Manage gateway deliverables in accordance with M-TEC's internal and the customer's product delivery processes
- 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 (To be done in conjunction with Engineering Services Manager).
- Supervise assigned team members (Where applicable), giving technical direction and workload priorities.

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JOB DIMENSIONS:

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

- Run regular (Weekly) DV reviews with the internal Team as well as customers and nominated suppliers.
- Run, Lead or support customer meetings where appropriate, ensuring it's adherence to the process and achievement of all targets.
- Report project progress against internal and customer milestones and drive resolution of concerns with the Programme/Engineering Lead.
- Support customers, gateways, other business reviews and the change management process.
- Manage and Support supplier meetings to ensure frequent and accurate tracking of progress against deliverables.
- Manage Internal & External escalation process.
- Define, Manage and track programme financials in line with internal and customer targets (Done in conjunction with Engineering Services Manager and/or Programme Teams).
- Assist in the all aspects of the release process to ensure;
 - Manage, support and run supplier meetings to ensure all aspects of the release are carried out on-time and within the required budgets.
- Assist the programme manager to develop, maintain and report out on programme metrics and presents (Weekly).

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

Delivery of programme to ALL associated financial Targets

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.


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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. | Programme Management of the Team across all aspects. | Daily Team Contact. Potentially weekly presentation to Directors. Presentation at Gateways as per programme timing. |
| Outside Company | From Engineer up to Engineering and/or Programme Director level, within customers and external partners/ suppliers up to MD | Programme Management, Project & Financial Status. Escalation of timing or cost away from objectives | Infrequently as work load requires. |

FINANCIAL DIMENSIONS:

- Working closely with the Engineering Services Manager, Programme, Engineering and wider programme team to ensure the budget is managed.
- Determine and apply the most appropriate and cost effective resources necessary for successful programs.

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| RESOURCES: <i>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.</i> | | | | | | | | |
| Computer literate MS-OFFICE and MS-PROJECT JLR RMDV2 (preferable) | | | | | | | | |
| DEXTERITY & PHYSICAL SKILLS: <i>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.</i> | | | | | | | | |
| Excellent Communication skills, Willingness to travel, driving licence, medical clearance to drive company vehicles, can do attitude and flexible work ethic. | | | | | | | | |
| WORKING CONDITIONS: <i>Describe the working environment in which the job is required to operate.</i> | | | | | | | | |
| Office based with frequent visits to customers and supplier facilities including international travel where necessary. Workshop, test lab, shop floor frequent visits – Health & safety must be observed. | | | | | | | | |
| SUPERVISION: <i>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.</i> | | | | | | | | |
| <ul style="list-style-type: none"> ➤ Manage and support both the Engineering Services Manager as well as the Engineering & Programme Teams (Internal & External) to achieve targets. ➤ Drive the Design team members (With Lead Engineer) 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 ➤ Manage customers' expectations in line with Budget and timing constraints. | | | | | | | | |
| KNOWLEDGE: <i>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.</i> | | | | | | | | |
| <ul style="list-style-type: none"> ➤ Working knowledge of programme delivery and automotive gateway processes. ➤ Minimum HNC/HND or Degree level in Engineering or equivalent relevant experience. ➤ 5+ 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. ➤ Physical testing experiences (setting up/running) would be a dvantageous. | | | | | | | | |
| OTHER INFORMATION: <i>Briefly outline any further information which is considered relevant in providing a fuller understanding of the job requirements.</i> | | | | | | | | |
| <ul style="list-style-type: none"> ➤ Knowledge of Automotive industry standard tools and processes. | | | | | | | | |
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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: