

**ROLE TITLE:** Associate Manufacturing Engineer (T3)

**Reports to:** ECL / Manufacturing Manager (Production Systems/Workshop)

**Direct reports including contractors:** None

**Budget:** None

**Key relationships:** Engineering Capability Leader, Engineering Capability Manager, Research Engineers, Manufacturing Engineers, Technicians, Trainees, TPMs/TPLs, Internal & External Customers.

**ROLE PURPOSE:**

- To deliver engineering support solutions and provide technical direction to the Workshop users for manufacturing processes' identification and specification.
- To implement the key workshop processes, and facilitate operational planning for manufacturing resources (people, space, equipment)
- To support and action manufacturing tasks undertaken in the NCC Workshops.
- To identify and gather appropriate expertise (internal or external) to fulfil the project's manufacturing requirements.
- To enact and document novel processes for the NCC's manufacturing capability in line with customer needs and capability development plans.
- To support continuous improvement and development activities and NCC best practice.

**MAIN ACTIVITIES:**

Technical

- Proactively communicate progress assigned manufacturing-related enquiries within the NCC Workshop.
- Provide technical and engineering support within sphere of influence for day-to-day operations and on a project specific basis.
- Provide technical support and contribute to write up of quality technical documentation (DIS, SOI, RA, SOR, etc.) for the completion of all NCC workshop processes, as a competent user of NCC processes and procedures within area of experience.
- Support and communicate with the Production Systems and Manufacturing Engineering teams to plan equipment requirements and resource availability to fulfil the customer's requirements.
- Responsible for timely completion of manufacturing work to deliver within timescale and to quality.
- Support the NCC Workshop Leadership and QHSE team in addressing unexpected technical and engineering issues or challenges.
- Work in conjunction with the Production Systems and Manufacturing Engineering teams to develop technical project plans in line with the scheduled activities of the NCC Workshop.
- Understand, execute, and maintain NCC Workshop processes, and support in the capture and provision of data for associated controlling metrics and KPIs.
- Contribute to project proposals by identifying technical activities for the statement of work.

### Customer Management

- This position is expected to support discussions with internal and external customers.
- The Associate Manufacturing Engineer will produce detailed, accurate and clear documentation to accompany the manufactured components.
- The Associate Manufacturing Engineer will provide, and present good quality project progress reports to customers including written/oral presentations and technical memos.
- The Associate Manufacturing Engineer will hold responsibility for specific elements in the day to day running of the NCC Workshop, including zone ownership where applicable.

This Job Description is not an exclusive or exhaustive list of all activities that an individual in this position may be asked to perform. You may be required to undertake other responsibilities or activities, as requested by your line manager, to support your team or wider NCC activities.

## PERSON SPECIFICATION

| Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Desirable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <u>Qualifications/Experience</u> <ul style="list-style-type: none"> <li>■ BTEC and NVQ Level 3 in Engineering (Mechanical or Manufacturing) or equivalent Apprenticeship</li> <li>■ Hands-on experience with a range of composites manufacturing processes.</li> <li>■ Proven ability to produce good quality technical documentation.</li> <li>■ Experience organising equipment and workspaces.</li> <li>■ Experience of directly interacting with customers and ability to build rapport.</li> <li>■ Competent User of Microsoft Office – particularly, Excel, Word, and PowerPoint.</li> </ul> | <u>Qualifications/Experience</u> <ul style="list-style-type: none"> <li>■ Educated to degree level or equivalent qualification in engineering.</li> <li>■ Industrial/production background.</li> <li>■ Experience of the novel manufacturing process design, development, and implementation.</li> <li>■ Proven ability to developing innovative/novel concepts in the specific area of expertise.</li> <li>■ Awareness of Lean Engineering principles.</li> <li>■ Qualification in Lean Engineering such as: Yellow belt Six Sigma.</li> <li>■ Accredited as an Engineering Technician Fellow or higher</li> </ul> |
| <u>Behavioural Competencies</u> <ul style="list-style-type: none"> <li>■ Good interpersonal skills and ability to relate to people at different levels.</li> <li>■ Team player.</li> <li>■ Demonstrable passion for the composite engineering industry.</li> <li>■ Proven problem solving and analytical skills.</li> <li>■ Good level of attention to detail.</li> <li>■ Ability to work under varied supervision.</li> </ul>                                                                                                                                                                     | <u>Behavioural Competencies</u> <ul style="list-style-type: none"> <li>■ Proven ability to enact change.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

