

# Job Specification



<b>Post Title</b>	Quality Engineer	<b>Dept:</b>	Quality
<b>Reporting To</b>	Group Quality Manager		
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• Deliver and maintain the quality systems of the business across the Precision Engineering and Surface Treatment (ENP) Operations.</li> <li>• Having responsibility for issues relating to quality, the application of procedures and process documentation.</li> <li>• Be a point of contact for customer quality concerns and supported by others, progressing of internal and external NCRs. Administering NCRs on the business ERP System.</li> <li>• Be a point of contact for guidance to quality and compliance related matters.</li> <li>• Coordinate Calibration activities for registered equipment.</li> </ul>		
<b>Core Activities</b>	<ul style="list-style-type: none"> <li>• Maintaining existing certification and approvals deemed necessary for the business to achieve its goals and objectives, incl. ISO 9001 and AS 9100</li> <li>• Help the business to achieve future certification and approvals that are required to fulfil strategic growth objectives.</li> <li>• Promote quality achievements and performance across the organisation.</li> <li>• Provide information for group quality KPI data.</li> <li>• Maintaining a constant awareness of the business context in regard to quality</li> <li>• Represent quality at contract review, assessing product specifications and customer requirements, consulting with technical experts as required. Identifying and mitigating quality risk</li> <li>• Ensuring compliance with national and international standards as applicable.</li> <li>• Working with all areas of the business to help define and refine processes and procedures that embed quality, right first time/repeatability etc.</li> <li>• Set-up and maintenance of control documentation and records.</li> <li>• Ensuring tests and procedures are properly understood, carried out and evaluated accordingly.</li> <li>• Investigation and report writing (Including 8D Reports)</li> <li>• Internal and supplier auditing</li> <li>• Represent the Quality function in Internal meetings</li> <li>• Work professionally and competently with customers and employees on quality matters</li> <li>• Support and generate customer quality documentation</li> <li>• Raise customer concession requests when required</li> <li>• Raise and manage customer rejects / rework in the ERP system</li> <li>• Draft supporting documents (Quality Alerts / SOPs / WIs) as required.</li> <li>• Control the calibration register and ensure the schedule is maintained.</li> <li>• To be an authority on final inspection, where deemed necessary.</li> <li>• Follow up NCRs and manage them effectively in a timely manner.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Audit records appropriate to department key performance indicators</li> <li>• Perform Health and Safety Walkarounds</li> <li>• Register Health and Safety Incidents</li> <li>• Support review of Risk Assessments</li> <li>• Attend internal/external meetings as required</li> <li>• Ad-hoc related exercises</li> </ul>
<p><b>Preferred Experience</b></p>	<ul style="list-style-type: none"> <li>• Structured and well organised</li> <li>• Sound Engineering background – able to read and understand engineering drawing (essential)</li> <li>• Customer service driven</li> <li>• Excellent communication and interpersonal skills</li> <li>• Experience in surface treatments and material processing</li> <li>• Experience with heat treatment processing</li> <li>• Experience in precision CNC machining &amp; Inspecting Machined components</li> <li>• Quality / technical experience in a similar role</li> <li>• Proven experience working within accredited businesses to ISO, AS and NADCAP or similar</li> <li>• Excellent organisational skills</li> <li>• Lead auditor trained (preferred) trained auditor (essential)</li> <li>• High standard of computer literacy, (Word, Excel data download and analysis, (pivot tables/charts, PowerPoint)</li> <li>• Worked with a formal H&amp;S Management System</li> <li>• IOSHH or NEBOSH certificate (Preferred)</li> <li>• Worked with ERP systems</li> </ul>
<p><b>Person</b></p>	<ul style="list-style-type: none"> <li>• Ambitious</li> <li>• Organised</li> <li>• Structured</li> <li>• Prepared to travel occasionally to suit customer and business needs</li> <li>• Key people skills and the ability to integrate with other departments where necessary</li> <li>• Clear communicator at all levels of organisations</li> <li>• Ability to be able to communicate effectively</li> <li>• Flexible and able to meet key deadlines and targets</li> <li>• Receptive and open minded to change</li> <li>• Willing to learn</li> </ul>

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<b>Further Information</b>	<ul style="list-style-type: none"><li>• Clean UK driving licence required</li></ul>
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