

# Production Engineer

How would you like flexible hours and a work from home Friday?

You'll work a 36.5 hour week with great flexibility, so if you like to have some control over your day we could well be a match!

**You probably want to know what's involved...**

If you're a Manufacturing/Production Engineer, you'll know what it takes. Design and develop processes, all in line with sepcs and drawings. You'll use your knowledge of Lean Principles to drive process and cost efficiency. You will also deliver relevant process documentation – so if you know your SOPs, mBOMs and QCP's you might want to apply.

You'll be working in our Manufacturing Unit based in Maidenhead Monday to Thursday so you'll need to be able to get there, you'll work from home on Fridays. Our team of assemblers, stores and supply chain are mostly based at the unit, so you'll have plenty of in person help if you need it.

You might like to know that the products you'll be working with make their way to top research institutes all over the world. They allow researchers to gain a better understanding of the nervous system and neurological diseases such as Alzheimer's, Parkinson's and Epilepsy.

By the way, if you're wondering about qualifications, it'd be great if you're educated within an engineering discipline and a background in machining would be a real bonus. Plus, if you know your way around SolidWorks or similar, great!

The job description is below, and if you've got questions just pop an email over to Steph at [people.services@scientifica.uk.com](mailto:people.services@scientifica.uk.com).

Everyone will get a response and just so you know, the post will close on Monday 16<sup>th</sup> May 2022 at 12pm but we might have to close it early if we receive a high volume of applications.

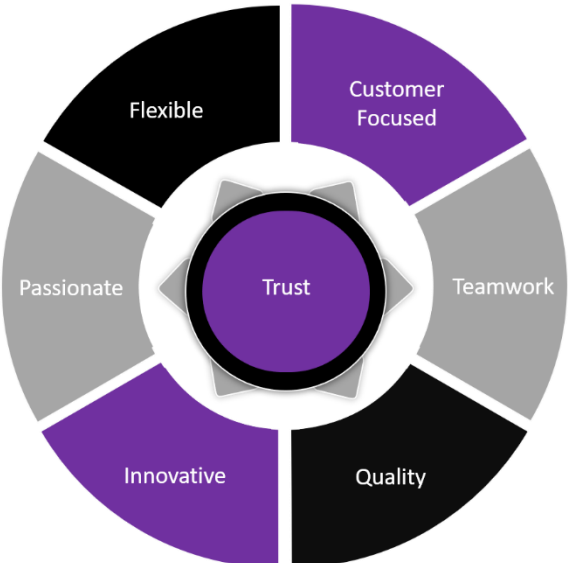
**What's the process?**

First interviews which are more like an informal chat with some questions thrown in will take place w/c 16<sup>th</sup> May onwards. After that, there's a more formal second interview including a short presentation which will take place at our Manufacturing unit so you'll get to look around

and meet some of the team. This one will be a week or so after your first interview, so you'll have plenty of time to prepare.

## JOB PROFILE: Production Engineer

<b>INCUMBENT'S NAME</b>	
<b>JOB TITLE</b>	Production Engineer
<b>BUSINESS UNIT</b>	Operations
<b>LOCATION</b>	Maidenhead
<b>REPORTS TO</b>	Head of Production Operations
<b>OBJECTIVES / PURPOSE OF JOB</b>	<p>The design and development of manufacturing / production processes for specific sub-assemblies / systems in accordance with design specifications / drawings.</p> <p>Act as the key interface between product design team (Engineering) and Production team.</p> <p>Deliver manufacturing process documentation including Build Manuals, standards operating procedures (SOP's), manufacturing Bill of materials (mBoMs), Route Cards, Quality Control Plans (QCP's).</p> <p>Drive process &amp; cost efficiency and effectiveness through Lean principles including process standardisation &amp; process control tools and techniques.</p>
<b>KEY ACTIVITIES / RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Access/establish new processes, plant and equipment prudent to Scientifica operations, providing technical support, training and manufacturing process documentation.</li> <li>• Establish and set up the optimised production processes, mBoMs &amp; EBQ in Scientifica's manufacturing system such that work progresses through production in an efficient &amp; effective manner.</li> <li>• Champion a culture of continuous improvement and manufacturing excellence employing lean principles / practices to provide cost savings, quality improvements, and reduction in product lead time.</li> <li>• Establish and maintain production Unit Price Cost (UPC) for new and existing products.</li> <li>• Support all team members to ensure that products and processes comply with the requirements of Quality (ISO), the customer and company policies.</li> <li>• Support trouble shooting activities with the wider Operations team.</li> <li>• Develop Production engineering procedures and Policies encouraging best practice.</li> <li>• Raise non-conformance reports and carry out root cause investigations identifying and actioning both corrective and preventative actions as required.</li> <li>• Action Engineering Change Requests / Notes (ECR / ECN) as required to support production operations.</li> <li>• Act as a key Production interface within the relevant project team for the introduction of new of new products and processes within Scientifica and</li> </ul>

	<p>ensuring that these meet the requirements of the business. Initiate NPI project plan as required and communicate with all stakeholders.</p> <ul style="list-style-type: none"> <li>• Analyse solid models and/or drawings, choosing the most efficient method of manufacture, understanding of time and equipment required to produce. Interact with the product engineering team to suggest design improvements for manufacturability.</li> <li>• Prepare manufacturing risk assessments and ensure that health and safety is considered during all process reviews, including COSHH, manual handling and PUWER regulations.</li> <li>• Undertake reasonable additional duties as requested including occasional travel to the Uckfield site for meetings with wider Scientifica team.</li> <li>• Honour our values</li> </ul> 
<p><b>KEY PERFORMANCE INDICATORS</b></p>	<ul style="list-style-type: none"> <li>• Majority will be based on ongoing performance objectives.</li> <li>• KPI's typically will be process improvements delivered, on-time delivery of projects, accuracy of manufacturing documentation.</li> <li>• Number of Engineering Change Requests / Notes progressed effectively.</li> <li>• Deliver &amp; prove product cost targets before launching component manufacture &amp; assembly (UPC's).</li> <li>• On-time delivery of NPI project deliverables (Builds manuals, BoM, cost evaluations, etc)</li> <li>• Zero accidents or near-misses</li> </ul>
<p><b>KEY RELATIONSHIPS</b></p>	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Production Assembly</li> <li>• Test &amp; Installation</li> <li>• Product Engineering (R &amp; D)</li> <li>• Purchasing / Supply Chain</li> <li>• Sales</li> </ul>

**CANDIDATE PROFILE:**

<p><b>QUALIFICATIONS / TRAINING</b></p>	<p>Minimum NVQ Level 3 or equivalent in Engineering discipline. Desirable educated to degree level (BSc / BEng) in industrial, mechanical, or electrical engineering, time served or equivalent experience. Risk management / assessment qualification desirable.</p>
<p><b>EXPERIENCE REQUIRED</b> <i>(e.g. academia/industry, type of company, what level / types of roles etc.)</i></p>	<ul style="list-style-type: none"> <li>• Manufacturing / production engineer from a high value MTO environment, manufacturing high end scientific products.</li> <li>• Practical experience as manufacturing operative / assembly / test within electro-mechanical and/or optical instrument production environment.</li> <li>• Sound working knowledge of all precision manufacturing techniques / processes including machining and assembly.</li> <li>• Sound working knowledge of all manufacturing materials and their properties.</li> <li>• Experience of tool, jig, fixture design that will produce high reliability and consistent quality whilst minimising set-up cost.</li> <li>• Experience of complex twin/multi-site operations.</li> <li>• Proven record of project delivery on time and to cost, and general project management processes.</li> <li>• Preparing &amp; delivering clear, concise and reliable data to support decision making.</li> <li>• Extensive knowledge of MS Office modules, Solidworks &amp; MRP/ERP.</li> <li>• Experience of job and product costing techniques.</li> <li>• Preparing EBQ &amp; MTO volume parameters.</li> <li>• Working within ISO 9001 quality management system.</li> </ul>
<p><b>COMPETENCIES</b> <i>(knowledge, skills and attributes – including language requirements, ability to travel etc.)</i></p>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative with a pro-active approach to challenges.</li> <li>• Able to translate complex information with ease and clarity.</li> <li>• Strong problem-solving skills and ability.</li> <li>• Ability to influence individuals and teams to achieve desired goals and objectives.</li> <li>• Pays attention to detail with high level of stakeholder focus however maintains a holistic overview.</li> <li>• Excellent oral and written communication skills.</li> <li>• Effective Team player.</li> <li>• Ability to take a systematic methodical approach to daily operations and own task management.</li> <li>• Highly motivated and able to build close relationships internally and externally to achieve an end goal.</li> <li>• Systems focused</li> <li>• Ability to carry out FMEA, Kaizen, 5S and other lean techniques in a low volume scientific manufacturing environment.</li> </ul>

EMPLOYEE'S ACCEPTANCE

I, [Employee name], agree to accept the Job Description is a guide only and will be periodically reviewed due to the evolving nature of the business. I understand I will be required to take on other tasks and responsibilities from time to time depending on the business needs for this role.

Signed ..... Date .....