



# THE WEST GROUP LIMITED

Design & Supply of Fluid Control Solutions & Components

**Name:** TBC

**Job Title:** Engineering Manager

**Job Role:** Reporting to and taking day to day direction from the Operations Manager as well as taking strategic direction from the Board. Working closely with all areas of the Operation and the wider business to achieve Engineering KPIs, objectives and wider business goals. Responsible for Engineering output, performance and the day to day management of the team. Be aware of Company objectives, targets and measurements and assist in the delivery of those targets. Ensure that Value Added, Product Development and Research and Development projects and designs are managed efficiently and in support of customer and strategic demand whilst always maintaining high levels of accuracy and quality.

**Job Responsibilities:**

- To act as an ambassador for the company, promoting a positive image both internally and externally, demonstrating support of our strategic direction.
- Support the delivery of department SMART goals and KPIs, time recording and budget/cost controls.
- Responsible for the day to day running of the engineering department inclusive of the management of all reporting staff, providing mentoring, support, guidance and development opportunities.
- Conduct regular 1:1s with all reporting staff to enhance development and support with training and performance requirements.
- Ensure staff training is recorded and documented inclusive of any internal training, and ensure skills/competency matrices are up to date.
- Ensure that the workplace for employees is a safe environment with conformance to workplace health and safety requirements and legislation.
- Take proactive responsibility for the regulatory and health and safety requirements surrounding all engineering processes and equipment inclusive of COSHH.
- Act as the primary point of internal escalation for technical issues and manage these through to swift resolution.
- Ensure that robust processes for the department are created, maintained and adhered to.
- Actively champion and participate in relevant Kaizen events to promote Continuous Improvement and other strategic initiatives.
- Maintain an awareness of regulatory and ISO standards and play a lead role in the auditing requirements associated with these, aiming always to be ready for audit with no or minimal non-conformances.
- Create, review and approve relevant QMS procedures, PWI documents and QMF's ensuring accuracy, currency, and ensuring alignment with ISO 9001 and ISO 13485 requirements.
- Responsible for Engineering change control requirements to ensure the QMS and any associated impacts to the engineering function are fully considered and managed as necessary.



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- Assist with customer/supplier/agency audits and reviews where necessary as the lead for engineering.
- Participate in EOX Taskforce meetings and provide technical expertise in this area and with Marketing requirements in general.
- Develop product, supplier, and material knowledge.
- Contribute to product development, brand, and sales strategies.
- Mitigate against single points of failure in all areas.
- Develop technical experts within the engineering team for the West Group 'Big 6' ensuring that regular Company training is provided in these areas and knowledge transfer constantly considered.
- Take ownership of holistic technical training and participate in regular delivery alongside the team.
- Continually grow and develop the team to ensure the team acts as the Company's technical centre of competence.
- Ensure technical support is provided consistently to all staff as needed in accordance with the SLA and maintain maximum flexibility around drawing checking for EOX.
- Drive departmental adherence to and awareness of the internal SLA and the use of CI Logs as a wholesome improvement tool.
- Ensure that Value Added, Product Development and Research and Development projects and designs are managed efficiently and in support of customer and strategic demand through life, maximising profitability and delivery to forecasted commitments – reporting hours and costs accurately.
- Provide final technical sign off for the department on drawings and reports.
- Responsible for the technical project management process and its implementation and execution within the department. Provide updates back to the business on project status and departmental workload.
- Responsible for configuration and revision control and the impacts thereof throughout the organisation.
- Ensure that all grants and R&D claims are successful, offset and fully utilised.
- Assist in keeping a clean and tidy working environment in the interests of organisation and safety.

## Required Job Skills:

- Working knowledge of ISO 9001:2015
- Proven leadership experience – minimum 3 years
- Workflow and performance management experience
- Excellent engineering skills, apprentice served and/or degree qualified
- Ability to work under own initiative
- CAD/SolidWorks experience or knowledge preferred.
- ERP experience (Ideally SAP B1 experience)
- Good communicator, articulate
- Well organised, able to organise time and work, methodical
- Good hands on skills.
- Innovative and visionary.
- Proficient utilising Microsoft packages
- Able to form strong working relationships
- Analytical, data driven and good at problem solving



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- Commercially savvy and resourceful
- Well versed in Lean and Continuous Improvement techniques preferred

**Team KPI's (Key Performance Indicators):**

- Reviewed and updated annually.

You are required to adhere to the company standard terms and conditions of employment and to be aware of your duties as an employee of the company with regard to the quality management system, general standards, health and safety and confidentiality.