

## JOB DESCRIPTION

**Job Title:** Project Design Engineer

**Reporting To:** Technical Programme Manager

### **Job Role:**

Provide design and project management capability across all projects. Following the NPD process provide drafting capability, implementing, maintaining, and improving component prototypes technical documents, tooling and production processes in accordance with the customer requirements. Minimising cost and ensuring adherence to project budget and schedules whilst maintaining exceptional product quality.

Taking direction from, The West Group (TWG) Technical Programme Manager. He/she must always maintain full awareness of the wider business goals and consistently deliver department objectives, targets and measurements in support of those goals. This is achieved through the efficient and effective handling of technical projects and through the troubleshooting of problems.

Working closely with the Engineering, Manufacturing, Production, Quality and Sales team members to fully understand customer requirements and provide high quality, on-time, accurate deliverables in support of each project to satisfy both internal and external customers. The role also serves as an interface supporting the wider business and may require direct customer interaction.

### **Job Responsibilities:**

- Act as an ambassador for the company, promoting a positive image both internally and externally, demonstrating support of our strategic direction
- Support and drive allocated workload fostering and demonstrating a team work ethic
- Promote and support all departments of the business
- Support Engineering Manager with team operation, providing guidance and knowledge transfer
- Manage customer projects from concept to delivery in a high quality, timely and profitable manner
- Apply company health & safety policy in the Engineering and Production areas and in particular the Labs and Workshops in the safe use of Machines and Tooling, keeping these areas clean and tidy.

### **Project Management:**

- Plan and execute engineering project programmes
- Embrace and promote Engineering and business goals and objectives
- Ensure all work conforms to NPD procedures
- Specify materials and services and procure using SAP system
- Promote use of TWG product range through application engineering design
- Prepare and submit customer quotations
- Control and report WIP project stock
- Prepare and give customer presentations
- Visit customers as required

### **Engineering:**

- Design, research and develop new products to complement existing West Group product portfolio as required.
- Manufacture, assemble & test prototypes
- Specify, conduct and document testing
- Create 2d drawings of parts & assemblies using SW suite of products
- Create 3d models of parts & assemblies using SW suite of products
- Maintain awareness of applicable technology developments
- Visit and liaise with suppliers

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- Conduct risk assessments as necessary
- Safely use production, workshop and laboratory equipment, and report maintenance issues to the production engineer(s)
- Design production and RSI safe tooling as required to aid manufacture/assembly
- Perform quality inspections

### General:

- Accurately report hours and expenditure weekly in each project file
- Perform quality inspections on all product as required
- Display company values and behaviours at all times
- Apply and adhere to the company health & safety policy
- Adhere to all applicable regulations and standards
- Prepare and submit customer quotations
- Prepare and give customer presentations when required
- Receive and direct company training where required
- Ensure desk is left clear at the end of each day, clear return area, all information and data used current and up to date
- Assist in keeping a clean and tidy work environment in the interest of organisation and safety
- Keep warehouse and project stock updated as it is consumed by the engineering team
- Assist with engineering IT system maintenance as required
- Attend and support exhibitions
- Any other task that may reasonably be required to meet the needs of The West Group Ltd within the remit of this role

### Job Skills:

- Project management
- Practical experience in the specification and application of pneumatic equipment
- Excellent engineering skills, apprentice served or degree qualified
- Good hands on skills
- Ability to work under own initiative
- CAD/SolidWorks user
- Familiar with standards, BS4500 and BS8888, ISO9001, ISO13485
- Personable, team worker, quick to learn and then work independently
- Good communicator, articulate, telephone call handling skills
- Well organised, able to organise time and work, methodical
- Computer literate
- Good English and Mathematics

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.

Your task manager will set specific targets and performance against these targets will be reviewed with you quarterly or as required.

<b>Name:</b>		<b>Date:</b>	
<b>Signature:</b>			