



ADVANCED ENGINEERING TECHNIQUES LTD-JOB DESCRIPTION

1. Position Title: Senior Quality Engineer

2. Reports to: The Quality Manager

3. Position Overview:

The holder of this position will provide support to the both the Quality Manager and Senior Manufacturing team ensuring best practice quality processes are in place within the business.

He/she will champion, support and lead quality improvement initiatives and be responsible for ensuring that all managers, team leaders, supervisors and process owners develop and maintain their part of the quality management system.

The key role of AET's SQE is to ensure that customer requirements and expectations have been accurately identified and that the organisation is meeting or exceeding the customer's expectations.

4. Primary Responsibilities:

- Manage all aspects of daily quality Inspection duties through effective delegation and allocation with your team and agree expected outputs from the team on a regular basis.
- Improve performance throughout the business and supply chain by implementing world class and best practice techniques.
- Understanding customer requirements to develop, implement and monitor effective quality control processes.
- Supporting the New Product Introduction (NPI) (prototype and production build support) process through quality planning and implementation, liaising with customers, internal functions, and suppliers.
- Devise and review specifications for products and processes
- Use quality problem solving techniques to resolve any non-conformances and put corrective actions in place
- Conduct internal and external audits
- Assist with development and implementation of Quality management System
- Work with the customer, design, and production teams to review parts and provide technical guidance to prevent quality issues and non-conformance.
- To ensure all customers concerns are answered in a timely and efficient manner.
- Create a close working relationship with counterparts at both key customers and suppliers.
- To develop and maintain adequate supplier appraisal and approval systems.
- To ensure that all required documentation is completed and supplied in accordance with customers and suppliers' requirements.
- To participate in regular meetings with quality staff to ensure efficient running of the department.
- To carry out both on and offsite quality meetings as required.
- Provide technical support for all departments of the business where necessary.
- Organising and chairing lessons learnt / improvement events.
- Review and agree SOPs and WI - ensuring that they are current, appropriate, and fit for purpose.
- Work with subcontractors to ensure compliance with AET standards.



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5. Document Review:

- Review project specifications, drawings, and other related documents to become familiar with individual project requirements.
- Ensure that all inspection and testing carried out is properly recorded on the appropriate inspection and test records.
- Review documentation packages prepared by contractors to confirm all required inspection and tests have been correctly performed.
- Ensure Engineering data / drawings / specifications are robust and will deliver a Quality product

6. Request and Reporting:

- Request and review the relevant project NDT reports and ensure they are in line with acceptance code requirements.
- Act as liaison between customer, the engineering project team, and QA for the establishing and coordination of inspection activities.
- Ensure quality audits are maintained and current.
- Establish monthly departmental KPIs and company wide KPIs to enable accurate reporting of company quality performance.

7. Desired Qualifications, Skills and Experience:

- An experienced Qualified Engineer with strong quality background - you will have excellent supplier and customer development skills
- Extensive experience within a welding/fabrication environment with a strong understanding of both engineering drawings and related engineering practices.
- Experience of dealing with customers, suppliers, and accreditation bodies
- Qualification to HND or degree level with minimum three years' experience in a quality role
- Conversant with ISO 9001:2015
- Experience of EN 15085-2 AND BS EN 1090-2 (would be desirable but not essential).
- Quality audit management
- Extensive knowledge of Quality Core Tools - APQP, PPAP, 8D, 6sigma, 6S, FMEA, control plans, route cause analysis and problem solving.
- Stakeholder management skills with the ability to communicate effectively and motivate and develop a team.
- Strong IT skills - Microsoft Word, Excel and similar, PC based planning and performance management tools
- Interpersonal and conflict resolution skills
- Strong written communication skills, the ability to produce reports, presentations, and present data analysis for a wide audience.



8. Attributes and Personality:

- Assertive and open style capable of engaging and influencing other team members.
- Must possess excellent interpersonal and negotiating skills.
- Strong customer focused approach, able to deal with all levels of staff and skill sets, capable of translating non-technical requests, then communicating solutions appropriately.
- Professional and positive attitude with a high standard of work ethics.
- Completer finisher with a passion about standards.
- Systematic.
- Energetic-proactive, hands-on approach attitude.
- Self-motivated-must be able to identify, organize and execute tasks independently.

<p>Hours: Mon-Thursday 8.30am – 5.00pm</p> <p>Friday – 8.30am – 12.00pm</p>
<p>Remuneration Package:</p> <p>Company Health Scheme</p> <p>Death in Service Benefit Scheme</p>

** This job description is current at the date of issue. Changes in the law of the country, technology, customer demand and the requirement to improve efficiency for the survival of the company may require changes to be made at certain times. You will be consulted about such changes as the need arises and you will be expected to agree to reasonable changes.*

Signed in agreement with job description:

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Date:

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