



## Chief Engineer – Job Description

(Job Code and Level: EDES005)

### **Definition:**

Technical expert who works in a consultancy capacity across all areas of engineering and sales. Sits at a very senior level.

Design is defined as: Designing systems, processes, methodologies as well as component and vehicle designs to enhance the overall vehicle performance for the customer and environment. Transforming concepts into prototypes for testing, validating and improvement for ultimately mass volume production. This includes designing to meet costs, timing and quality requirements.

### **Overall Purpose of the Role:**

To be the technical lead for projects, with responsibility for the planning and deployment of the design of components and their integration into systems. Provide technical liaison with supplier, manufacturing and customers. Produce high quality solutions for projects, and be able to apply engineering knowledge and principles to devise innovative solutions to unique design problems. Responsible for the overall design content from concept through to detailed component drawings. Work and act independently, being self-supervising within the expectations of Senior Management with outcomes reviewed at senior level. Work on multiple major projects requiring innovative solutions at the cutting edge of the technical field providing expertise. Decisions and results have a prolonged impact on the direction of the project and its success. Performance affects the function's technical image.

### **Key Responsibilities:**

#### **Strategy and Development**

- Support development of technology strategy and product offerings for the business

#### **General and Task Management**

- Provide technical lead in developing business opportunities with relevant material and preparing proposals in response to Request For Quotations

- Responsible for the development of proposals (documentation, plans, costing, commercial package) for global customers through to order conversion including successful contract negotiations
- Technical leadership of assigned Vehicle Engineering projects
- Define technical resource requirements for successful project execution
- Maximise team performance using standard processes
- Lead technical reviews
- Assess cost/benefit trade-off of technical solution and lead decision making process
- Identify areas for technological advancement and maintaining excellent engineering standards
- Work closely with tight deadline to ensure that engineering standards are maintained
- Support the generation of technical papers
- Escalate and manage programme risks and issues
- Attend various meetings and action/communicate instructions
- Produce written reports and make presentations
- Undertake continuous training and development
- Perform root cause analysis and resolve problems
- Identify business improvement opportunities within the organisation
- Ensure an effective interface with other departmental staff is maintained
- Provide technical expertise to the team
- Identify and deploy the technical skill sets, resource levels and systems to deliver projects, including the engagement of external resources as required
- Monitor the completion of tasks and ensure good performance and record on appropriate systems
- Review, implement and update company records e.g. training matrices, performance reviews, risk assessments
- Conduct risk assessments of processes and tasks in the department

### **People Management**

- Mentor key engineers and identify requirements for skills development
- Supervise and work with engineers supporting, developing and nurturing talent
- Ensure the delivery of the People Strategy within area of accountability
- Manage and lead the team, ensuring adequate staffing levels, managing holiday allowances, recruitment, training, development, appraisal, attendance, disciplinary issues and daily supervision to maximise efficient productivity
- Motivate and coach the team to operational success
- Communicate KPIs from the strategic annual plan so that each employee is aware
- Develop, implement and manage key performance indicators (KPIs) for each area of responsibility
- Ensure KPIs are met by working to the overall plan, including management of, and reporting

### **Financial Budget and Control**

- Prepare the annual Engineering budget and forecasts and all Capital Expenditure proposals as well as ensuring compliance with customer and legal requirements. Manage the budget from identification to completion of projects
- Input and hold responsibility for engineering budgets
- Produce and monitor budgets for all programme activities

### **Relationship Management**

- Draw on the wider technical expertise across the global organisation to achieve optimal technical performance
- Be the primary technical interface with the client
- Develop and maintain client network and relationships with senior level customer counterparts (Chief Engineer level and above)
- Support the sales and business development teams by adding technical excellence to proposals and presentations
- Manage the interface between the customer and engineering and also the internal interfaces between sales, engineering and supply chain/production
- Communicate with senior management on programme status, risks and issues in an appropriate and timely manner. Ensure regular and timely communication between project team members
- Support the sales and engineering teams with new project cost, time estimates and customer contract development and approval processes
- Work as part of the Management team to share ideas and improve operation, recommending, supporting and implementing continuous improvement activities and process and procedure improvements to optimise results and improve quality of delivery, in line with quality standards requirements delivery in line with Company and Customer requirements
- Consistently promote high standards through personal example and roll out through the team so that each member of the team understands the standards and behaviours expected of them

### **Self Management**

- Support, comply and ensure complicity with Health & Safety regulations, the Company Handbook, Quality and Environmental standards, and all other Company policies and procedures
- Inspire and motivate the team
- Consistently manages performance firmly and fairly
- Knows and develops the team
- Resilient, optimistic and open to change
- Is self aware
- Shows moral courage, openness and honesty in all dealings
- Is confident, assertive and self assured
- Has an Adult:Adult, collaborative approach to others

### **Skills and Attributes:**

- Exceptional leadership and communication skills with the ability to optimise team performance and development
- Excellent relationship management skills with the ability to engage, negotiate and manage key stakeholders and suppliers
- Strong and confident negotiator with the ability to negotiate at all levels
- Excellent analytical and problem solving abilities
- Results orientated with ability to plan and deliver against project deadlines
- Commercially and financially astute with experience of managing budgets
- Resilient, self motivated and able to work well under pressure
- Technical mindset
- An appreciation of and an ability to positively resolve issues arising from different cultures

### **Qualifications and Experience Levels:**

- Educated to degree level (preferably Masters) in a relevant engineering discipline or equivalent NVQ Level 7 qualification.
- Fellow or Chartered Member of an industry related Professional Body
- Demonstrable experience of leading an engineering function with a proven track record in strategic engineering, leadership, delivering effective engineering strategies, policies, processes and systems
- Ability to add value, reduce costs and make business improvements
- Proven project management and supplier experience
- Experience of operating and influencing at a strategic level
- Knowledge and technical understanding of automotive processes, components and design techniques

### **Example roles this job description may cover:**

- Engineering Director