



## Graduate Project Engineer – Job Description

(Job Code and Level: EPRG000)

### **Definition:**

Programmes is defined as: Co-ordinating and controlling projects from concept to post production launch of new and modified components and vehicles ensuring delivery to timing deadlines, cost and quality.

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

Responsible for helping to co-ordinate all project elements including engineering design, quality planning, manufacturing, installation, and commissioning and final buy-off phases as well as ensuring the project remained within budget in order to meet the requirements of the customer's needs. Works closely with more senior staff on simple projects under close supervision and work reviewed frequently. Works within well established practices and clearly defined scope of work. Plan within immediate assigned tasks and contributes to milestones. Demonstrate initiative on moderate problem solving within assigned tasks.

### **Duration:**

Graduate placements are generally between 3 and 6 months, during which time the incumbent will deliver a project or process improvement to ensure continuous functional improvements, whilst developing a knowledge and competence of the generic role they are undertaking.

### **Key Responsibilities:**

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

- Help to coordinate all project elements including engineering design, quality planning, manufacturing, installation, commissioning and final buy-off phases
- React promptly and effectively to changing client and product needs
- Support with anticipating any potential project risks, identifying and establishing corrective actions
- Produce deliverables on-time to customer requirements, clarifying these requirements where necessary

- Define the customer specification into either a departmental action or sub-contractor order
- Support with costing any changes in specifications
- Support with analysing customer and internal changes, including feasibility study
- Produce clear, focused and understandable explanations for change requests
- Track customer changes
- Attend and participate in customer meetings when required
- Raise timely and correct purchase requisitions on Standard Analyses: Purchasing Information System (SAP)
- Help manage suppliers to ensure parts are delivered on time to the required quality standard
- Participate in DFMEAs, Quality history reviews, robustness studies, etc
- Participate in Advanced Product Quality Planning (APQP) and Production Part Approval Process (PPAP) processes
- Track tasks against the project timing plan
- Assist with design verification and sign off reporting
- Apply specific technical skills as required to support the customer or colleagues
- Be willing and available to work at company and customer premises as required
- Keep up with current and developing manufacturing and engineering trends
- Undertake special projects as required
- Contribute to continuous improvement activities
- Quality control of work by appropriate reviews
- Support and participate in process improvement activities
- Write simple reports and provide information to management
- Achieve goals within budget
- Conduct benchmarking studies to determine best practices/designs and future trends
- Plan projects or subtasks so they may be tracked and presented
- Be aware and work to achieve the Key Performance Indicators (KPIs)
- Attend various meetings and action/communicate instructions
- Undertake continuous training and development
- Participate in root cause analysis and resolving problems
- Agree the approach to be taken to assigned tasks
- Comply with the Health, Safety and Environmental Policies

### **Relationship Management**

- Support technicians and engineers
- Liaise and communicate with other departments

### **Self Management**

- Comply with the Health, Safety and Environmental Policies
- Balanced and confident
- Applies experience and logic

- Achievement Focussed
- Makes productive contributions
- Team player with a positive effect on the mood
- Consistently manages the task
- Is self aware
- Is resilient, optimistic and open to change
- Shows moral courage, openness and honesty in all dealings

### **Skills and Attributes:**

- Demonstrates initiative on moderate problem solving within assigned tasks
- Good verbal and written communication skills
- Good organisational skills
- Good problem solving skills
- Good team player
- Enthusiastic, keen to learn

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

- Relevant business/commercial or manufacturing/engineering degree
- Membership of an industry related professional body would be advantageous
- A knowledge of automotive processes would be advantageous
- Computer literate, especially Excel skills and able to analyse data

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

- Graduate Programme Engineer