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| A | **Post Details** | | | | | | | |
|  | Job Title: | Materials Engineer | Function: | Engineering | | | | |
|  | Location: | Slade Green Train Care Depot | Unique Post Number: |  | | | | |
|  | Reports To: | Material Manager | Grade: | MG1 | | | | |
| B | **Purpose of the Job** | | | | | | | |
| B1  B2  B3  B4  B5  B6  B7  B8  B9 | The Materials Engineer shall typically deal with identifying and approving new parts to current specifications, equivalent replacement parts and re-engineered parts. The role also requires material analysis to identify opportunities to avoid future obsolescence, improve reliability and reduce costs.  Promote the Component Identification Form (CIF process), this is to be used by Production to raise issues that required attention by the Materials Engineer. It is important that where this has not been followed that this is raised to the Production Shift Manager rather than the Materials Engineer taking on this responsibility as trying to identify parts without the basic details is inefficient.  The Materials Engineer shall as required need to support projects with materials identification, specifications and approvals.  The Materials Engineer to indentifying and specifying the appropriate materials to be used on Southeastern Traction Rolling Stock.  The Materials Engineer to ensure all materials specified meet the required specifications and mandatory standards, and that these materials are approved in accordance with company processes.  The Materials Engineer must ensure relevant stakeholders are consulted regarding changes and are made aware of any potential impact.  It is critical for the Materials Engineer to be able plan and prioritised materials issues due to the impact this can have on the business. It is essential that all issues are tracked, indicating status, progress, next steps and resolution dates, and that this information is communicated to the relevant stakeholders. It is important if targets are compromised that this is communicated.  The Materials Engineer shall be the Technical Services materials representative at ROSCO and contract supplier meetings.  The Materials Engineer shall input alterations where relative to the Illustrated List Of Components ILOC’s for all Southeastern Traction and Rolling Stock. | | | | | | | |
| C | **Principal Accountabilities** | | | | | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11  C12  C13 | Responsible for ensuring that they work closely with Materials department ensuring those Technical Services materials issues are correctly prioritised and communicated. They also need to ensure there is a robust process established which promotes this relationship, minimising duplicate reporting.  Promote and follow the Component Identification Form (CIF process), ensuring Production maintenance staff and Technical Support Engineers are providing the required information to progress issues, if this is not the case then this must be feedback to the relative line managers for action.  Responsible for ensuring materials issues that affect production targets and unit availability are managed affectively to minimise business impact.  Responsible for proactively identifying where possible obsolescence issues before they become a Safety or Performance issue by working with Contracted materials suppliers.  Responsible for ensuring all materials meet the required specification and standards and do not introduce any foreseeable safety, performance or financial risk.  Accountable for regularly reporting to the business on Technical Services material issues. Demonstrating the status of each issue, next steps and progress. Where targets are compromised these must be effectively communicated to the business, including an appropriate recovery strategy.  Responsible for ensuring material changes are managed in accordance with company processes for example Engineering Change process.  The Materials Engineer is responsible for ensuring that material changes do not affect Vehicle Certification.  Responsible for identifying all documentation effected by material changes and ensuring these are updated in accordance with company processes.  The Materials Engineer must ensure Maintenance documentation changes are all tracked and issued as Service Bulletins pending re issue of the Maintenance Plan and Engineering Acceptance Certificate via the Engineering Change process. Maintenance documentation updates must be done annually at least.  The Materials Engineer will be required to attend regular depot meetings where materials issues are discussed. Also there shall be the requirement to attend ROSCO and Supplier meetings as required.  The Materials Engineer will be responsible for and aware of the need for continued application of the Engineering Quality Management System and will develop or improve Engineering Quality procedures or Engineering Technical procedures as required and maintain compliance with the quality system.  The Materials Engineer shall input alterations where relative to the Illustrated List Of Components ILOC’s for all Southeastern Traction and Rolling Stock. | | | | | | | |
| D | **Safety Responsibilities** | | | | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | | | | Yes | ✓ | No |  |
| D2 | This is a KEY SAFETY POST | | | | Yes |  | No | ✓ |
| D3 | This post requires SECURITY CLEARANCE | | | | Yes |  | No | ✓ |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | | | | Yes | ✓ | No |  |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | | | | Yes |  | No | ✓ |
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| D6 | The post holder does not have any specific safety responsibilities: | | | | | | | |
| E | **Decision making Authority** | | | | | | | |
| E1 | The Materials Engineer in accordance with the Engineering Change process shall be responsible for determining like for like or direct replacement parts, and deciding whether these require Engineering Change or not. Where Engineering Change is not required a full direct replacement part technical pack shall be required. | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | | | | |
| F1  F2  F3 | Identifying and reacting quickly to Technical Services materials issues because they normally arise as a result of a production requirement, which means the business has already been compromised. This requires the post holder to have strong planning, prioritising and communication skills, and also be able to set and achieve targets.  The post holder will have (or have to develop) a good understanding of all the applicable standards (from the point of view of maintaining compliance).  The post holder needs to develop a proactive approach and processes to manage obsolescence issues before they become an issue. As a result the Materials Engineer needs to be aware of what is happening within the industry. | | | | | | | |
| G | **Person Specification** Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us.For these reasons we look for evidence of the following Southeastern values and behaviours in all potential staff and our existing staff looking for promotion …. | | | | | | | |
| G1 G1.1  G1.2  G1.3  G1.4  G1.5  G1.6  G1.7  G1.8  G1.9 | **OUR VALUES – Safe, Professional, Honest, Friendly and Flexible**  **OUR BEHAVIOURS**   * **Professionalism** – Aims to be the very best they can be through their attitude & respect for others. * **Honesty & Integrity** – Is transparent and honest taking full responsibility for actions. Demonstrates confidence and courage, dealing effectively with difficult situations * **Team work, Sharing and Supportive** – Aligns with others to deliver common goals. Shares ideas and information. Supports colleagues and works effectively with others. * **Adding Value** – Exploits opportunities to improve results and add value to the business. * **Empathetic** – Is empathetic to the needs of colleagues/customers, earning their trust and respect. * **Taking a Broader view** - Champions change and considers the long-term impact of decisions across the business   …. along with the particular experience/knowledge, skills and behaviours relevant to the position applied for.  The job demands the following blend of experience/knowledge, skills and behaviours (all are essential , unless otherwise shown and will be assessed by application and/ or interview/assessment) Experience, Knowledge & Qualifications At least 4 years experience in an engineering environment  Degree or HNC / HND in an Engineering Discipline  Knowledge of reliability growth models and techniques together with experience and application in a technical or operational environment. Particular skills in structure problem solving using recognised process such as FMEA, RCM, RAMS or FRACAS  Desirable to have technical knowledge of Traction and Rolling Stock systems and operation. It is also desirable to have knowledge of Traction and Rolling Stock maintenance management, maintenance plan and maintenance documentation.  Experience in project management particularly structured time management and planning, resource identification and utilisation and prioritising. Proven leadership experience, communication and interpersonal skills. Articulate in written and oral communication.  Practical application knowledge of IT systems, including Windows, Word, Excel and MS Project or equivalent.  Good knowledge of Railway Group Standards and ROGS and relevant rail related standards. Knowledge of Interoperability (RIR) and Technical Standards for Interoperability useful but not essential.  Working knowledge of the Network Rail operational rule book including those applicable to DC EMU rolling stock  The post holder must be able to attain Personal Track Safety Certification. | | | | | | | |
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| G2 G2.1  G2.2  G2.3  G2.4 | Skills (including any specific safety critical competencies) Must be able to interpret technical standards and applicable legislation.  Must be able to make sound engineering judgments in relation to material selection.  Must be able to effectively prioritise workload.  Must be a logical thinker with good planning and organising skills to ensure targets are met, trackers are update and progress is communicate. | | | | | | | |
| G3 G3.1  G3.2 | Behaviours Take ownership and responsibility for issues and work in structured way to deliver to target.  Excellent team working qualities by assisting/supporting others with technical problems and working with others to gain a rich understanding of the problems surrounding an issue. | | | | | | | |
| G4 G4.1 | **Others**  Will be required to attend and complete formal training for development as required. | | | | | | | |

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| I | **Dimensions of role** | | | | |
| I1 | Financial – Direct: | | None | | |
| I2 | Financial – Other: | | None | | |
| I3 | Staff Responsibilities – Direct: | | None | | |
| I4 | Staff Responsibilities – Other: | | None | | |
| I5 | Any Other Statistical Data: | | The post holder is responsible for ensuring and maintaining the compliance of all Southeastern’s 1328 Rolling Stock vehicles with all applicable standards and legislation. | | |
| J | **Acknowledgement** | | | | |
| J1 | Prepared By: | Mark Stephens | | Date: | 16/02/2011 |
| J2 | Approved By (Head of Department): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **K** | **Job Description Briefing** | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of post holder: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |
| **L** | **Nominated Deputy for Safety requirements** | | | | | |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. | | | | | |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of nominated deputy: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |