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# Job Role Definition for Mechanical Engineer

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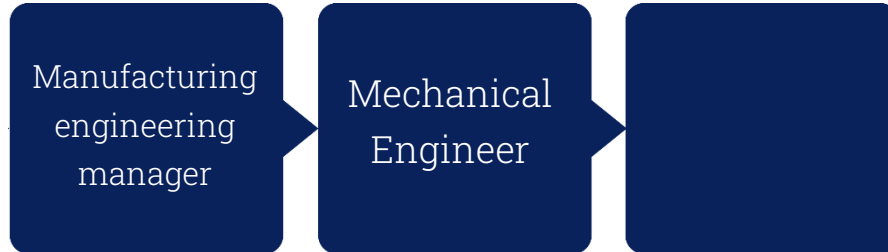
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Name:			
Job Title:	Mechanical Engineer		
Department/Section:  Process and Program Engineering	Reports to:	Manufacturing Engineering Manager	
	Date approved:	March 2023	

<p><b>Main Purpose of Role</b></p> <ul style="list-style-type: none"> <li>• To provide mechanical engineering support to mechanical related activities within the business.</li> <li>• To assist the process engineers in developing and validating cost effective, efficient mechanical tooling and processes for Production to meet product specification.</li> <li>• To design, manufacture and validate any jigs/fixtures required by production, where the best suited material and machining processes is selected to meet the required quality. (Internal machine shop or external suppliers)</li> <li>• To conduct mechanical investigations/reviews for any mechanical issues reported by the business.</li> <li>• To support the review of mechanical vendors' capabilities and conduct feasibility reviews for mechanical product / assemblies at RFQ stage.</li> </ul>
<p><b>Outcomes of Role</b></p> <ul style="list-style-type: none"> <li>• Accurate and timely resolution of mechanical engineering issues and activities.</li> <li>• Mechanical tooling produced on-time in full and meets specification.</li> <li>• Mechanical engineering feasibility reviews and investigations conducted in a timely manner and to the desired quality.</li> <li>• Guide and mentor junior mechanical engineers and mechanical apprentices on a day-to-day basis.</li> </ul>

## Reporting Structure

Reporting to:



## Job Scope

### Responsibilities

- Provide technical support for mechanical engineering related activities within the business.
- Design, manufacture and validate production jigs and fixtures utilising internal machine shop capabilities and external suppliers.
- Support where necessary the procurement and quality departments when interacting with mechanical vendor on technical issues and their capabilities.
- Conduct feasibility reviews for mechanical RFQ's.
- Communicate technical mechanical information to internal departments, suppliers and customers when required.
- Ensure that the process engineers and production are supported from a mechanical perspective at prototype, NPI and MRP stages.
- Guide and mentor junior mechanical engineers and mechanical apprentices on a day-to-day basis.
- Ensure that all company operating values and compliance procedures are adhered to at all times, including quality management, health and safety, legal stipulation, environmental policies and general duty of care.
- Any other duties deemed necessary.

### Authority Levels

- To be agreed with your Line Manager

## Person Specification

<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<b>Skills</b> (include professional or educational qualifications required)	
	<ul style="list-style-type: none"> <li>Minimum of HNC/HND in Mechanical Engineering/Product Design.</li> </ul>
<b>Knowledge/Engineer</b>	
<ul style="list-style-type: none"> <li>Minimum of 5 years' experience within Manufacturing Industry in a similar role.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of 5 years' experience within the Electronic Industry in a similar role.</li> </ul>

## Competencies

<b>Leading and Deciding</b>
<ul style="list-style-type: none"> <li>Takes initiative, acts with confidence and works under own direction.</li> <li>Initiates and generates activity.</li> </ul>
<b>Supporting and Cooperating</b>
<ul style="list-style-type: none"> <li>Demonstrates integrity.</li> <li>Demonstrates an interest in &amp; understanding of others.</li> <li>Listens, consults others and communicates proactively.</li> </ul>
<b>Interacting and Presenting</b>
<ul style="list-style-type: none"> <li>Relates well to people at all levels.</li> <li>Speaks clearly and fluently.</li> </ul>

- Projects credibility.
- Establishes good relationships with customers and staff.
- Builds wide and effective networks of contacts inside and outside the organisation.

## Analysing and Interpreting

- Writes in a well-structured and logical way.
- Applies specialist technical expertise.
- Shares expertise and knowledge with others.
- Demonstrates an understanding of different organisational departments and functions.
- Probes for further information or greater understanding of a problem.
- Produces workable solutions to a range of problems.
- Demonstrates an understanding of how one issue may be part of a much larger system.
- Develops job knowledge and expertise through continual professional development.

## Creating and Conceptualising

- Demonstrates a rapid understanding of newly presented information.
- Takes account of a wide range of issues across, and related to, the organisation.
- Works strategically to realise organisational goals.
- Gathers comprehensive information to support decision making

## Organising and Executing

- Plans activities and projects well in advance and takes account of possible changing circumstances.
- Manages time effectively.
- Focuses on customer needs and satisfaction.
- Works in a systematic, methodical and orderly way.
- Follows procedures and policies.
- Consistently achieves project goals.

## Adapting and Coping

- Adapts to changing circumstances
- Works productively in a high-pressure environment.  
Deals with ambiguity, making positive use of the opportunities it presents

## Enterprising and Performing

- Controls costs and thinks in terms of profit, loss and added value.
- Accepts and tackles demanding goals with a professional outlook.

HR Manager Name: \_\_\_\_\_

HR Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Job Holder Name: \_\_\_\_\_

Job Holder Signature: \_\_\_\_\_

Date: \_\_\_\_\_