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	Title: JOB DESCRIPTION	HR-FM-02 Issue 1
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JOB DESCRIPTION

Job Title:	Process Engineer - Automotive	Name:	
Reporting To:	Senior Process Engineer (Automotive)	Date:	
Signed:			

PURPOSE OF JOB

The Process Engineer will have a hands-on approach to working on Automated machinery and an in-depth understanding of all stages of an assembly process from start to finish.

TECHNICAL KNOWLEDGE/QUALIFICATIONS

- Minimum of 3 years' experience in the automotive industry with proven track record in the semi-conductor power electronic industry.
- Qualified to HND level or equivalent as a minimum e.g., mechanical, production or electrical engineering.
- Degree in an Engineering Discipline preferred.
- Experience in fully automated manufacturing assembly lines.
- Excellent written and verbal communication skills both with internal and external stakeholders.
- Detailed understanding of how each piece of machinery contributes to the overall process
- Experience of planning, developing and implementation of NPI.
- Comprehensive working knowledge of heavy gauge bonding using Aluminium & Copper wire.
- Comprehensive working knowledge of ribbon bonding using Aluminium & Copper ribbon.
- Detailed knowledge of Pressure and Pressure-less Silver Sintering
- Experienced in the assembly techniques of bare die onto AMB / DBC Substrates
- Knowledge and experience of problems solving and improvement techniques.
- Knowledge and experience of the automotive APQP process would be of benefit
- Need to be critical in their thinking, can approach and analyse a process by considering it from all angles.
- Team Player and self-motivated.

PRIMARY ROLES & RESPONSIBILITIES

- Support the Engineering Team in the introduction and development of new processes.
- Monitor performance of assembly lines, identify and address areas of concern.
- Support manufacturing through all stages of assembly
- Analyse defects, participate in root cause analysis and implement corrective actions
- Ensure preventative maintenance procedures are in place and are being followed.
- Identify recommended critical equipment spares, create and maintain spares database

- Maintain all customer specific tooling in excellent working order
- Create line change over documentation, oversee correct implementation of these procedures
- Program all equipment used in the assembly process
- Prove process capability of manufacturing equipment
- Provide feedback to design engineers as required

OTHER RESPONSIBILITIES

- Support Health & Safety legislation and compliance with preparation and maintenance of relevant documentation.
- Establish positive working relationships, motivate and support to ensure a multi skilled and flexible team.
- Responsible for knowing and upholding the H&S Policy and for working in a safe manner and reporting all unsafe or unhealthy conditions or acts.
- Identify & support training needs.
- Develop personal skills through education, training and development, to maintain professional qualifications.

PERSON SPECIFICATION

'Job Description'

Competency Definition	Description of Activities/Behaviours
Planning and Organising Organises and prioritises to achieve results.	<ul style="list-style-type: none"> • Reprioritises when plans change in line with project/engineering plans. • Organises self and time to achieve deadlines. • Strives to complete tasks as efficiently as possible.
Performance Improvement Initiates support or responds to change by continually striving to improve processes or performance consistent with the needs of the business.	<ul style="list-style-type: none"> • Driving, generating and implementing ideas to continuously improve products, services, processes, culture, ways of working and the working environment. • Agrees improvement objectives for self with management. • Takes ownership of personal performance. • Identifies opportunities for change in line with best practice. • Highlights blockages in process and suggests methods for improvement.
Problem Solving Identifies problem and takes appropriate action based on evaluation of all possible options.	<ul style="list-style-type: none"> • Identifies and suggests targets to improve manufacturing productivity and reduce waste. • Re-prioritises tasks or suggests new priorities when problems arise. • Strives to identify the best long-term solution to a problem.
Analytical Thinking Thinks logically and obtains all relevant data in order to make objective decisions.	<ul style="list-style-type: none"> • Analyses data and draws logical conclusions based on data, knowledge and experience. • Determines methodical solutions to tasks. • Seeks help on tasks where necessary from those best qualified to do so.
Understanding the Business Recognises and understands the complexity of the market place and the business and how these impact on each other.	<ul style="list-style-type: none"> • Works closely with the customer to develop and maintain professional communications. • Balances the demands of customers with the needs of the company in order to maximise quality. • Communicates engineering requirements to other departments and vice versa ensuring these requirements are met in a timely and effective manner. • Strives to meet customer demands wherever possible ensuring the implications of customer demands and the company are properly communicated and understood.
Influencing Gains commitment and cooperation from others using appropriate interpersonal style.	<ul style="list-style-type: none"> • Providing direction, resources, inspiration, challenge and recognition to get the best out of others, and enabling them to succeed individually and collectively. • Presents information positively and enthusiastically. • Communicates engineering requirements to other departments in a positive way. • Uses clear, concise and positive language in all communications.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.