

**Job Title:** Quality Engineer

**Department:** Quality Hawick

### **Requirement Overview**

Reporting to the Quality Manager, this position is a requirement for a Quality Engineer. The appointed candidate will be responsible for assuring product and management system compliance in line with ISO9001, ISO14001 and ISO 450001 ISO 5001.

Reporting directly to the Quality Manager, the main purpose of this role is to ensure that internal, customer and regulatory quality, environmental and health and safety standards are met and a continuously improving trend is established.

The role will be fast paced, and performance will be measured on you attention to detail, quality of work and ability to meet deadlines.

A degree of flexibility will be required in the events of urgent quality issues.

This position is responsible for identifying and improving inefficiencies in the current process, increasing outreach and participation from all interested parties.

The Department and this role are tasked to assure the volume preparation and production of products to satisfy customer requirements and then to drive continuous improvement by using manufacturing methodologies, whilst maintaining KPI targets, and high standards of safety and quality and team development.

The postholder will work under the supervision of the line manger but will also be expected to work under their own initiative. There is a need for excellent communication and the continued relationships with all staff of ONE Emtelle, customers, suppliers and contractors.



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## Role and Responsibilities

- 1) Excellent knowledge and a proven track record in problem solving, especially Root Cause Analysis and 7-step Corrective Action plans
- 2) Supporting the business areas to uphold continuity of supply
- 3) Ensuring that the manufacturing processes are use the right method, with the correctly chosen tools and raw materials, that employees are trained to the required standard and that their training is kept up to date in line with the process.
- 4) Collaborate with different departments to develop corrective actions, solutions, controls and improvements
- 5) Inspecting and testing of materials, processes and products to ensure specifications are being met
- 6) Ability to identify issues, segregate non-conforming product, determine disposition and report out
- 7) Experience in investigating accidents, near misses and reported hazards, and support with implementing the resultant actions
- 8) Conducting effective risk assessments, COSHH assessments and monitoring safe working practices
- 9) Conduction process and procedure audits, with ideally familiarity of ISO9001, ISO14001, ISO45001 and ISO50001
- 10) Ability to research, analyse and report within a manufacturing environment
- 11) Experience of implementing change from reactive to proactive practices

- 12) Familiarity with documented management systems
- 13) Perform calibration duties and maintain the Company's calibration schedule
- 14) Ensuring Quality Plans are adhered to
- 15) Good communication and interpersonal skills.
- 16) Applicants should have experience in extrusion where optimising quality of performance and output are key performance measurements. Knowledge and application of lean manufacturing techniques is highly desirable.
- 17) The successful candidate will report to the Quality Manager and will work on 12-hour shifts on rotating continental shift pattern.
- 18) Ensuring safe and high standard of packaging of all customer products.
- 19) Pro-actively helping with solutions to improve production.
- 20) Liaising with the Production Manager and other Supervisors regarding any outstanding tasking within production and actively participating in their resolution.
- 21) Assisting to assist Shift Supervisors and their teams, to ensure that the production area and all pertaining to it is kept clean and hazard free

### **Person Specification**

The successful candidates will need to demonstrate on a sustained basis in their employment the following.

- 1) The ability to organise, count, measure and record material.
- 2) Managing stressful situations

  
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- 3) Understanding and adherence in following both written and verbal work instructions.
- 4) To communicate clearly with existing and potential external partners and to other staff at Emtelle, in respect to activities processes and methodologies employed in the department.
- 5) Highly self-motivated, disciplined and organised.
- 6) Time Management, they will deliver a high and sustained standard of attendance and timekeeping.
- 7) Demonstrable highly effective leadership skills.
- 8) Able and willing to commit to working shift patterns and overtime as required.
- 9) Being customer focused
- 10) Flexibility to change
- 11) Meeting deadlines and multi tasking
- 12) Time Management, they will deliver a high and sustained standard of attendance and timekeeping from the teams they lead.
- 13) A focus on cost management, and absolute adherence to Health and Safety and Quality Requirements.

### **Knowledge**

- 1) GCSE/National 5 or higher in Mathematics or to a demonstrable equivalent standard: Essential
- 2) GCSE/National 5 or higher in English or to a demonstrable equivalent standard: Essential
- 3) A graduate degree and/or strong experience in Quality Management, Business Management, Chemical, Polymer Mechanical /Electrical /Electronic and telecommunications related subjects would be advantageous.

### **Experience**

- 1) Manufacturing experience in a comparable Lean Manufacturing environment and disciplines: Desirable
- 2) Knowledge and application of lean manufacturing techniques.
- 3) Knowledge of Health & Safety legislation.
- 4) Knowledge of Quality standards ISO9001, etc.
- 5) Strong PC skills, experience with planning tools such as ERP/MRP systems: Desirable

### **Skills**

- 1) Ability to accurately follow written instructions and drawings: Essential
- 2) Excellent inter-personal skills, able to build positive working relationships
- 3) Sense of urgency in completing tasking to required targets in terms of output quality and time.
- 4) Ability to work as part of and lead a team: Essential
- 5) Ability to respond to and give, instructions given as part of the manufacturing process: Essential
- 6) Good observation and recording skills
- 7) Ability to communicate effectively with fellow employees: Essential
- 8) Ability to communicate effectively with and respond effectively to Management: Essential
- 9) Being thorough and professional



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