

Swan Housing Association

Job Description	
Job Title:	Senior NPI Engineer
Section:	Modular Factory
Reports to:	Engineering, Technical & Quality Manager
Location: NU living Factory Basildon	
Main Purpose of Job	
<p>Working at the factory with the Engineering and Production teams, this role is to lead the New Product Introduction (NPI) area. You will ensure that all aspects of the process are carried out in a logical order with accurate logging of each stage both in terms of processes and materials used. Through feedback from the NPI process you will also be actively contributing to the improvement of our overall QA procedures, internal policies and processes.</p>	

Key Responsibilities
<ul style="list-style-type: none">• Project manage the NPI process• Plan daily work to targets aligned with delivery schedule• Organise and lead a team of semi-skilled operatives• Record all issues faced• Develop KPI's to show progress on each project• Maintain accurate records to produce a complete BOM• Report daily on previous days adherence to target and overall schedule• To pro-actively identify design issues• Instill a disciplined and positive working environment• Drive out waste at each stage of the manufacturing process• Ensure any non-conformance is captured• Maintain a safe, clean and organised work environment by educating and directing personnel on the use of all control points, equipment, etc• Promote a calm methodical approach to problem solving• Ensure all required documentation is correctly completed on time• Follow and contribute to SOP's• Contribute to quality audits and support QA engineer• Develop LEAN working methods

Key qualifications/Experience:

- Project management
- Leader of Production teams
- Lean manufacturing implementation
- PfMEA and DfMEA
- CAD (AutoCAD, Revit preferred)
- Utilisation of 8D process
- Excellent communication skills.
- Responsive to new ways of working and thinking

Required Job Attributes:

- Qualifications as listed below.
- Team Player with excellent communication skills
- An ability to coach and lead others
- An ability and willingness to learn new, required skills
- Flexible approach and attitude to ensure Business meets its output Targets.
- Continuous improvement philosophy
- Intense work ethic with a can do attitude.
- Ability to work on own initiative to tight deadlines with limited resources.

Health & Safety:

Under the Health & Safety at Work Act you have to ensure the Health & Safety of yourself and others who may be affected by what you do or fail to do. This includes colleagues, clients, public and contractors. The Act applies to all work activities and premises and everyone at work has responsibilities under it.

You must co-operate with any work place Risk Assessments and draw any perceived problems to the attention of your line manager.

In addition to the general obligations of all employees under the Health & Safety at Work Act, you have a duty to undertake periodical review and Risk Assessments of your operational areas as it affects staff, clients, public and contractors.

The Risk Assessment includes all aspects of your responsibilities as covered by legislation. These Risk Assessments will be recorded and identified problems dealt within appropriate time scales. Records to be maintained of all work undertaken which is a requirement of Health & Safety Law.

This job description accurately reflects the requirements of the job at the time of writing but may be subject to change from time to time to meet the changing needs of the Association.

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Your application should address all the requirements of this person specification. This specification will form the criteria on which suitability for short-listing for interview will be judged and will form the basis of questions to short-listed candidates.

Person Specification	
Job Title:	Senior NPI Engineer
Department:	Modular Factory

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	PfMEA/DfMEA CAD 8D	Lean methodology 6 Sigma AutoCAD, Revit
EXPERIENCE AND KNOWLEDGE	Demonstrable experience leading others in a manufacturing environment Quality assurance procedures Root cause analysis Introducing new materials Challenging methods of manufacture	Modern methods of construction (MMC) Knowledge of health and safety legislation Knowledge of building regulations and construction best practice Excellent DIY skills ISO management systems
SKILLS AND ABILITIES	Accurately describe technical issues Motivate others Communicate at all levels in a professional manner Work independently IT literate (MS Office) Self-motivated Performance driven Honest, open and accountable Have a "can do" approach	