



# Role Description

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|------------------|-----------------------------|
| Role Description | Process Engineering Manager |
| Document owner:  | Director of Operations      |
| Version:         | 221110                      |
| Keep informed:   | Process Engineering Manager |

## 1. Overview

Reporting to the Director of Operations, the Process Engineering Manager is responsible for coordinating activities within the Process Engineering team and providing front line 'hands-on' engineering support to the Operations Department. In addition, the Process Engineering Manager has day-to-day responsibility for OXTS production and test processes, including calibration, and for the introduction of new products into production.

## 2. Duties and responsibilities

### 2.1. Co-ordinating Activities Within the Process Engineering Team

- Plan and track work through the Process Engineering Team, prioritising and assigning tasks to appropriate team members to ensure that work is completed in a timely manner, whilst communicating information to internal stakeholders and keeping tracking systems up to date.
- Define, scope, and manage resource for projects within the Process Engineering Team.
- Ensure 'hands on' engineering support is provided to the Operations Department including daily support on first time pass yield (FTPY) build and test issues (Turnbacks).
- Day-to-day responsibility for OXTS production and test processes, including calibration.
- Overall process responsibility for existing product lines and new products as part of New Product Introduction from R&D to Production.

### 2.2. Process Engineering

- Develop and improve test equipment capability, capacity, efficiency, and reliability in line with business growth requirements, product quantities and mix.
- Own first time pass yield (FTPY) for existing products and newly introduced products e.g. analyses and reports most common build/test failures, and works with Process Engineering, Engineering, Quality, Production, and Purchasing to devise and implement solutions to resolve issues.
- Responsible for Turnbacks process whereby first-time build, test, and process failures are logged by Operations team members and allocated to appropriate team members for resolution.
- Responsible for Quarantine; work with Engineering and Quality departments to define test processes to be carried out on components entering quarantine and progress via further investigation, returns to suppliers for rework, or scrappage.
- Lead technical investigations into mechanical and electronic supplier quality issues involving Quality, Engineering, Production, and Purchasing departments as appropriate.
- Maintenance of documentation and records such as work instructions, Bill of Materials, component drawings.

### 2.3. Production

- Proactive, preventive maintenance and calibration of all Production test and assembly equipment; key equipment being ambient and thermal calibration tables, soak chambers, PCB and final test jigs.
- Manage component and process changes into Production; coordinating and working alongside Operations and Engineering stakeholders to validate and verify that changes achieve intended results before being integrated into or replacing current systems and processes.
- Build and test training - training production technicians to build newly introduced products.
- Regularly assess staff to ensure they are building product to current procedures.
- Ensure all staff are aware of the quality requirements of our products.

### 2.4. New Product Introduction & Design for Manufacture

Manage Design for Manufacture Engineer:

- Handle the pre-production processes for all new product development projects in R&D making sure that the product is suitable for production and managing the handover with production to ensure they are a satisfied customer of the project.
- Work with the R&D teams from the outset of new product development (NPD) projects to ensure designs are suited, and processes are developed to manufacture and test product in large quantities.
- Manage new product introduction (NPI) into production ensuring that BoMs and diagrams are available and suitable for communicating with suppliers. Establish work instructions for build and test of new products.
- Through the initial product design stage, ensure that parts are readily available and are likely to remain available for the foreseeable lifecycle of the product.
- Support the Purchasing team to manage parts obsolescence, identify alternative suppliers for dual sourcing, improve quality and cost down initiatives.
- Address obsolescence issues by identifying and approving alternatives and perform simple PCB re-designs where required.
- Work with the R&D and Purchasing teams to identify component suppliers who can deliver production quantities on time, to the correct quality, at the right price.

### 2.5. General

- Work with other Team Leaders and Managers to align departmental priorities around quarterly and annual business objectives.
- Define and calculate the monthly metrics for the Process Engineering Team.
- Escalate any concerns or issues early to the Director of Operations.

## 3. Revision History

| Revision | Changes                                   |
|----------|---|
| 221110   | AB: Role Description Reviewed and Amended |
| 221031   | KS: Role reviewed.                        |
| 220802   | AB: Document Created.                     |