**Job Title: Production Engineer (PE)**

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| **Role Purpose (position scope)** |
| The Production Engineer (PE) reports to the Production Engineering Lead (PE-L) and is responsible for delivering effective production engineering and planning activities in accordance with all applicable aviation regulations and international standards. The role extends across the scope of component manufacturing, component repairs and aircraft modification embodiment. |

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| **Line Manager** | **Dotted Line** | **Direct Reports** | **Dotted Line** |
| Production Engineering Lead (PE-L) | N/A | N/A | N/A |

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| **Key Responsibilities** |
| * **Production Engineering Responsibility**
* Production Engineering and planning activities across the following key functions;
* Aircraft modification embodiment
* Manufacturing of aircraft parts, assemblies and equipment
* Modification and repairs of aircraft components in workshop environment

*(Further details in Key Deliverables section overleaf)** To recognise and specify the correct release certification type associated with aircraft component manufacture (typically under CAA Part 21G) and component maintenance (typically under CAA Part 145 or A8-23)
* Accurate documenting of all relevant activities, and maintaining records in accordance with all applicable Aviation Regulations.
* **Aviation Regulatory Responsibility**
* Applicable Aviation Regulation Regulators, but not limited to:
	+ EASA
	+ UK CAA
	+ UK MAA
	+ Other, as applicable
* Compliance with all applicable Aviation Regulations at all times.
* Only perform Production Engineering (PE) activities within the boundaries of the privileges/scope of the Aviation Regulatory Approvals held, and as identified in the respective Regulatory Approval Certificates and Expositions.
* In support of the Company Safety Management System (SMS), ensuring that any condition that has resulted, or may result in, an unsafe condition that hazards seriously the flight safety of aircraft or personnel is reported.
* Supporting with Audit Non-Conformance management and Safety Investigation Findings.
* **Quality, Security and Health, Safety & Environmental Responsibility**
	+ Applicable International Standards, but not limited to:
		- ISO 9001 – Quality (Business) Management System
		- ISO 14001 – Environmental Management System
		- ISO 27001 – Information Security Management System
	+ Compliance with all applicable International Standards at all times.
	+ Always apply safe systems of work.
* **Business Management**
* Efficient and on-time delivery of all Production Engineering tasks and responsibilities.
* Effective internal & external customer management and engagement.
* **Special Conditions**
* Ad Hoc / Out-of-Hours work during urgent / unforeseen business requirements (very rare).
* Occasional domestic travel.
* Any other reasonable duties which may be requested that fall within the scope and/or capability of the incumbent.
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| **Key Deliverables** |
| * Assess manufacturing drawings to determine work required, material requirements, heat treatments, protective treatments and any other special processes; and produce the necessary manufacturing works order process package to facilitate these requirements being carried out by internal workshops, or external sub-contractors where necessary
* Assess Component Maintenance Manuals or other associated manuals and drawings to determine component maintenance and repair requirements; and produce the necessary workshop sub-project process package to facilitate these requirements being carried out by internal workshops
* Assess Service Bulletins and associated technical drawings for aircraft modification installations to determine work required and material requirements; and produce the necessary modification planning documentation and engineering workcards to facilitate the installation of the modification to the aircraft
* Liaise closely with Workshop Supervisors to schedule and prioritise component manufacturing and repair activities through internal workshops
* Liaise closely with aircraft maintenance & planning teams to schedule and prioritise installation activities to the aircraft in the hangar
* Liaise closely with Purchasing & Supply Chain teams in support of procurement and sub-contract-management activities
* Liaise closely with Design Organisations (internal & external) to ensure formal interface arrangements are adhered to, and for resolution of any design queries associated with the manufacturing or modification activities
* Providing an effective interface between Project Managers and contributing departmental managers to ensure workloads are coordinated and sequenced correctly to a managed programme
* Ensure appropriate release certification requirements are controlled throughout manufacturing, repairs and installations
* Ensure configuration control is maintained throughout the manufacturing and installation process
* Provide collaborative engineering support during developmental and trial installation phases of modifications by acting as an interface between the Design, CAMO, and Production focals
* Coordinate the management of protype parts during trial installation and ensure robust traceability and re-certification of these upon approval of design data
* Create and manage the Bill of Materials (BOM) within the company stock management system for individual jobs and projects
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| **Core Skills** |
| * **Experience & Qualifications**
* Knowledge of Production Engineering principles and practices – Proven experience in a similar role – **Required**
* Theoretical and practical application-level knowledge of UK CAA Aviation Regulations, particularly Part 21G and Part 145 – **Required**
* Theoretical and practical application-level knowledge of EASA, UK Military and FAA Aviation Regulations – **Advantageous**
* Practical application-level knowledge of ISO 9001, ISO 14001 & ISO 27001 as applicable in the aviation environment – **Advantageous**
* Practical application-level knowledge of Safety Management System (SMS) principles and requirements as applicable in the aviation environment – **Advantageous**
* Technical Qualifications: – **Required**
	+ Aviation Apprenticeship with proven relevant industry experience, or
	+ Relevant Aerospace / Aeronautical Engineering Degree, or
	+ EASA / CAA / Other Part 66 B1/B2 Aircraft Engineer License or equivalent, or
	+ Extensive, relevant, and proven Production Engineering experience
* Able to hold an SC-Level security clearance – **Required**
* **Personal Skill & Attributes**
* Excellent in communicating / presenting at all levels, across all boundaries, internal and external, both verbally and written.
* Highly self-motivated, assertive, resilient with the ability to hold their own.
* Excellent organisational and time management skills, with the ability to achieve tight deadlines in challenging environments.
* Excellent use of MS Office Software and other Company Software as required.
* Ability to maintain high levels of integrity, work ethic and confidentiality and use discretion appropriately.
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| **Key Measures** |
| * Continuous delivery of high quality (technically, safe, and compliant) Production Engineering activities
* On-time and on-budget delivery of all Production Engineering activities – no compromise to safety, standards and/or compliance
* Always maintaining effective communication and engagement across all levels
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Job Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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