**Job Title: Supplier Quality Engineer**

|  |
| --- |
| **Role Purpose (position scope)** |
| To support the business with supplier quality related activities.  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Manager** | **Dotted Line** | **Direct Reports** | **Dotted Line** |
|  |  |  |  |

|  |
| --- |
| **Key Responsibilities** |
| * Processing new supplier requests, working closely with other departments to ensure the supplier has the capability and appropriate approvals and certification to satisfy requirements.
* Assisting with the monitoring and maintenance of the supplier approvals in Aerotrac.
* Processing supplier quality related issues (Failure Reports), working with other departments to ensure Failure Reports are satisfactorily completed within time.
* Supporting suppliers with quality related issues, generally related to Corrective action responses (Failure Reports).
* Providing performance measures and analysis on Failure report related activities e.g. trend analysis and root cause analysis.
* Co-ordinating the Supplier Review Board (Supplier performance review).
* Maintaining and improving the Approved Supplier Management procedure and related documents.
* Supplier visits / audits may be required occasionally.
 |

|  |
| --- |
| **Key Deliverables** |
| * Tracking, reporting and analysis of supplier quality related activities.
 |

|  |
| --- |
| **Core Skills, qualifications and experience** |
| * Good knowledge and understanding of ISO 9001:2015 – necessary
* Formal lead auditor qualification (ISO9001:2015/AS9100D) – necessary
* 3 years minimum proven experience in a supplier quality assurance role within the civil and / or military aviation sector or a similar, regulated, environment – necessary
* Knowledge of continuing airworthiness regulations (UK Part 145 / Part CAMO) and initial airworthiness regulation (UK Part 21 sub part G) – desirable.
* Good problem solving skills with thorough understanding of root cause and corrective action reporting and analysis – necessary
* Good communication skills - informally and formally – necessary
* Motivated, organised with attention to detail and able to complete tasks with minimal supervision – necessary
* Good knowledge and application of MS Office applications – necessary
* A formal qualification in Quality Assurance or Engineering – necessary
* Knowledge of IQM (Q-Pulse) – desirable
 |

|  |
| --- |
| **Key Measures** |
| * Supplier quality related activities determined by the business,
 |

Job Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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