**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_