

	Head of Engineering	Ref: HR-F-21
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Job Title:	Head of Engineering
Department:	Engineering
Period of Employment:	Permanent

MAIN PURPOSE OF ROLE

- To develop, lead and control the Technical Group within JRM Advanced Engineering. Provide technical lead for all Advanced Engineering, and Motorsports projects. Work closely with all JRM Departments to implement and manage resource plans for Engineering. To oversee and manage, where necessary, multi-departmental projects. Work to develop the strategic direction of the department. Apply best practice and establish standard policies and procedures for the function. To comply with all Company policies and procedures, for example, delegation of authority, health and safety policy, etc.

Key Responsibilities & Accountabilities

- To manage and mentor a team of designer engineers.
- To ensure that key project objectives are successfully achieved.
- To develop business plans with the managing director ensuring company profitability
- To manage the project teams to ensure delivery on time and budget.
- To Assess the costs of developing new projects including technical risks.
- To adhere to deadlines, and operational budgets.
- Lead the concept design of components meeting a design specification.
- Lead prompt investigation and resolution of faults.
- Lead the preparation and production of design presentations.
- Always maintain JRM's engineering standards.
- Any other reasonable duties which may be required by management from time to time
- Compliance with all departmental H&S requirements
- Compliance, where appropriate with management, & environmental, systems, such as ISO 9001 & ISO 14001

PERSONNEL SPECIFICATION

Qualifications and Experience

- Demonstrated a history in management of successful technical teams.
- Expertise with managing various and complex projects, committed to delivering all round excellence.
- At least five years' Automotive or Racing experience, using tools such as Catia or similar.
- Demonstrable experience in taking a lead Design Engineering role and a lead role in project delivery.
- A comprehensive understanding of vehicle design principals.
- Expertise in one of the following:
 - Mechanical systems.
 - Body Engineering
 - Powertrain & transmissions
- Experience of using quality management tools and systems.
- Have excellent communication and problem-solving skills.
- A desire to succeed.
- Bachelor's or master's degree in engineering or equivalent related field

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Special aptitudes

- Confidential in all matters
- Professional approach, coupled with strong people skills.
- Excellent planning, organisational and time management skills
- Excellent verbal, written communication and presentation skills
- Strong IT skills
- Ability to make sound business judgements on the spot.
- Awareness of small business needs
- Ability to work on own initiative.
- Ability to work in and adapt to a rapidly changing environment.
- Ability to work co-operatively with others to complete tasks and implement process improvements.
- Determination to improve, grow and contribute to the department's success.
- A creative thinker not afraid to suggest new ways of doing things.
- Knowledge of Microsoft packages

Disposition

- Flexible and cooperative attitude
- An assertive but calm demeanour
- Initiative-taking
- Ability to listen to customer needs and respond accordingly.

Requirements

- Good timekeeping and attendance record
- Willing to be flexible with hours to ensure tasks are completed on time.
- Neat and tidy appearance
- Completer/Finisher

Any JRM employee may be asked on occasion to perform additional or unrelated duties, after appropriate training has been given, if required.

Summary Terms & Conditions

- **Pension** - Upon joining the Company, you will be automatically enrolled, with contributions starting after three months.
- **Leave entitlement** - 25 days per year plus statutory holidays (compulsory shutdown of three days at Christmas).
- **Notice period** - There will be an initial six-month probationary period, during which notice will be one week on either side. On successful completion of the probationary period notice will be one month.
- **Working hours** - 08:30 – 17:00, Monday to Friday.

This job description is neither exhaustive nor exclusive and may be reviewed in the future depending upon operational requirements and staffing levels.