

<b>JOB DESCRIPTION</b>		
<b>Post Number</b>	CAD Services	October '16 Issue 01
<b>PP&amp;E CAD Designer</b>		

**Reports to:**  
PP&E CAD Manager

**Appointed by:**  
Operations Manager

**Job/Role Purpose**

Provide a CAD based design service supporting the Manufacturing Engineers, Operational Facilities, Production Agencies and/or Programmes across the company, in the provision of tooling and equipment that meets the needs of manufacturing processes within delegated areas of responsibility.

**Key Accountabilities**

- To ensure that the design, procurement, prove-out and operation of tooling and equipment is safe, cost effective, maintainable, controlled and configured in accordance with company standards, the Manufacturing Authority procedures and current legislation

**Key Responsibilities**

That all technical aspects of new and current tooling and equipment within designated area of responsibility are available and underwritten, including but not limited to:

- Design of equipment utilising Autodesk Inventor software
- Presentation of the design at process and/ or design reviews
- Production (or management of the production) of all Technical Product Specifications in support of the design (drawings, specifications, MI's etc)
- Manage the modification of existing tooling and equipment as required in accordance with MFG 1168 including the preparation and maintenance of CAN's
- Produce and maintain Design History Files utilising EDMS
- Prove out the tool or equipment in conjunction with the ME
- Assist the ME in the commissioning of the tool or equipment
- To ensure responsibilities are understood and applied with regard to the Company's Environment, Health, Safety, Security and Quality Standards
- To safeguard Company information and assets from unauthorised access or disclosure, reporting security breaches and apply security at all times

<b>Qualifications</b> <ul style="list-style-type: none"> <li>HNC or equivalent in Mechanical or Manufacturing Engineering, with an Engineering Apprenticeship or recognised formal training in mechanical engineering</li> </ul>	
<b>Knowledge</b> <ul style="list-style-type: none"> <li>Working knowledge of CAD techniques, preferably Autodesk Inventor software</li> <li>A good knowledge of Manufacturing Techniques and Processes</li> <li>A good knowledge of Product Definition (Drawing) Standards</li> <li>UK Health and Safety Legislation</li> <li>Quality Standards and Procedures</li> <li>Configuration Management</li> <li>Understanding the Product Lifecycle Management of data (PLM)</li> </ul>	
<b>Experience</b> <ul style="list-style-type: none"> <li>Proven product design experience preferably in a production support area including the generation/ modification of design documentation packages including supporting calculations and reports</li> <li>Practical experience of machine tools, production activities and processes</li> </ul>	
<b>Skills</b> <ul style="list-style-type: none"> <li>Good interpersonal skills and an ability to interact at all levels</li> <li>The ability to use a variety of Computer Software packages including the use of 3D CAD Systems, preferably Autodesk Inventor. EDMS Software</li> <li>Application of product design standards</li> <li>Competent in the writing of Technical Reports and presenting of technical information</li> </ul>	
<b>Behaviours</b> <ul style="list-style-type: none"> <li>A determination to succeed and a high degree of flexibility are essential</li> <li>To work effectively with others towards common objectives</li> <li>To be clear and unambiguous in Technical Communication</li> <li>Demonstrable and sound safety culture</li> <li>Client care and repeat business are intrinsic to the role you will need to demonstrate an aptitude of effective communication with our clients that supports this key business objective.</li> </ul>	
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>Nationality : British</li> <li>Security Clearance: SC level</li> <li>To be fit and able to work on a nuclear licensed site</li> <li>Full UK driving license with own transport</li> </ul>	
Job Holder's Signature	Date
Manager's Signature	Date

