

Quality Engineer

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| Generic title | Manager – 2 |
| General Description | <p>A colleague at this level will take responsibility for delivering specific tasks, goals and objectives. They will work under direction but will be able to work without day to day support. They are expected to work proactively and deliver defined tasks to an industry standard.</p> <p>They will manage their own tasks within the context of a project or company objective. Whilst they will take day to day decisions on their own, they will refer significant decisions. They are accountable for the performance of a small team.</p> <p>In operations they will manage small or medium projects and site. They supervise larger teams of trades or co-ordinate significant functions on a larger project.</p> <p>In commercial they will manage costs and quantities on small projects or as part of a team on a larger project.</p> |

Competencies

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| Achieving Results | <p>Sets clear and appropriate goals that consider the bigger picture</p> <p>Drives well to achieve consistent results</p> <p>Deliver a quality performance consistently</p> |
| Analytical thinking and decision making | <p>Rational and systematic analysis of situation to enable decisions on more varied issues</p> <p>Questioning the evidence to evaluate issues</p> |
| Communication | <p>Communicates positively with clarity and understanding</p> <p>Presents information in a structured way</p> <p>Demonstrates confidence when communicating in own subject</p> |
| Dealing with change | <p>Sees potential of new ideas and situations</p> <p>Takes a pragmatic approach to change</p> <p>Considers impact of change on others as well as self</p> <p>Ability to explain change to colleagues</p> |
| Teamwork | <p>Contribute to the overall team objectives</p> <p>Understand how to be part of a team</p> <p>Regularly cooperate with team members</p> |
| Leadership | <p>Ability to take control of situations with one's sphere of influence</p> <p>Assume responsibility – organising and guiding where necessary</p> |
| Managing resources | <p>Create a plan for a familiar project or process</p> <p>Interpret a plan and decide what resources are required</p> <p>Bring resources together and ensure they are efficiently deployed</p> <p>Able to call upon and manage diverse skills and methods to deliver results</p> |
| Negotiation | <p>Understand the others point of view</p> <p>Make an objective and structure case with pros and cons</p> <p>Understand the need to give and take</p> <p>Understand and defend a position</p> |
| People Development | <p>Can respond well within tested frameworks of development to identify own needs</p> <p>Use personal experience to build own skills</p> |

Role definition

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| Summary of role | To make sure that work is carried out to the customer's standards, specification and schedule and that the correct materials and workmanship are used; ensuring the customer is given quality work and value for money. Functional Line Manager will be Quality Manager / Head of Assurance |
| Responsibilities and accountabilities | <p>Assist in or carry out inspections and supervision of construction work</p> <p>Ensure that the works (including materials and workmanship) are carried out in accordance with contract documents and programmes and assist in the resolution of any on-site issues that may arise</p> <p>Ensure that a consistently high standard of quality control and supervision is maintained on the contract and, if appropriate, recommend a cease in operations</p> <p>Lead and undertake inspections, audits and investigations where required, reporting and implementing lessons learned and improvements</p> <p>Ensure that current knowledge of relevant legislation, standards and methods of installation is up-to-date using all appropriate means including reading, research from the industry lead bodies, and networking with all appropriate organisations, and engineers</p> <p>Advise on standards of quality and compliance with the specification, having due regard to the requirements of the contract</p> <p>Monitor performance on site to ensure that engineering installations are constructed in accordance with drawings and specifications</p> <p>Provide feedback on the performance of subcontractors to enable intervention to be taken as appropriate</p> <p>Contribute to and be involved in project meetings, subcontractor pre-contract and pre-start meetings</p> <p>Identify technical problems on site, and recommend corrective action where required</p> <p>Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training</p> <p>Undertake health and safety duties commensurate with the post</p> |
| Qualifications, training and technical knowledge | <p>Trained Internal or Lead Auditor to ISO 9001 (desirable)</p> <p>Have a wide understanding of the industry, including knowledge of materials, trades, methods and legal requirements</p> <p>Excellent working knowledge of industry techniques</p> <p>Good knowledge of relevant Health, Safety & Environmental requirements</p> <p>Some knowledge of risk management (desirable)</p> |
| Attributes and skills | <p>Ability to work in a team environment contributing across a project, site or area</p> <p>Good management skills, with the ability to motivate self and colleagues to perform</p> <p>Good planning and time management skills; able to manage activities simultaneously within compromising on standards and quality</p> <p>Ability to ensure standards and specifications are met</p> <p>Ability to work with colleagues to contribute to project and operational performance</p> <p>Sound knowledge of construction practises and standards</p> <p>Specialist knowledge in chosen field</p> |