



<b>Document Number</b>	SP-ICMT-RC-00057	<b>Issue</b>	P01
<b>Job Title</b>	Senior EC&I Engineer		
<b>Reports to</b>	Design Manager		
<b>Deputy</b>	N/A		
<b>Purpose</b>	<p>The Senior EC&amp;I Designer Engineer is a design engineer with responsibility for undertaking or complying with the following:</p> <ul style="list-style-type: none"> <li>• Design Tasks</li> <li>• Project Management Interaction</li> <li>• Technical Mentoring</li> <li>• Tendering Tasks</li> <li>• Quality Compliance</li> <li>• Health &amp; Safety</li> <li>• Technically Responsible Person Role</li> <li>• Continual Improvement</li> </ul>		
<b>Key Duties and Responsibilities</b>	<p><u>Design Tasks</u></p> <p>Carrying out specific design tasks to meet the time, cost and quality requirements of projects. This may include but not be limited to:</p> <ul style="list-style-type: none"> <li>• Scheme design generation consisting of; <ul style="list-style-type: none"> <li>• Design briefs</li> <li>• User requirements specifications</li> <li>• Software definition documents</li> <li>• Block cable diagrams</li> <li>• Control philosophy documents</li> <li>• Scheme functional calculations</li> <li>• Scheme design risk assessments</li> <li>• Directive compliance assessments</li> <li>• Scheme design review</li> </ul> </li> <li>• Detail design generation consisting of; <ul style="list-style-type: none"> <li>• Software system specifications</li> <li>• System Schematics</li> <li>• Panel layouts</li> <li>• Cable / detail functional calculations</li> <li>• Detail functional calculations</li> <li>• Detail design risk assessments</li> <li>• Directive compliance assessments</li> <li>• Detail design review</li> </ul> </li> <li>• Production of manufacturing documentation consisting of; <ul style="list-style-type: none"> <li>• Wiring / single line diagrams</li> <li>• Schedules</li> <li>• PLC / software code</li> <li>• Module / integration tests</li> <li>• Factory acceptance tests</li> <li>• Method statements</li> <li>• Operation, maintenance and installation manuals</li> <li>• Technical construction files</li> </ul> </li> <li>• Take part in; <ul style="list-style-type: none"> <li>• Client meetings</li> <li>• Testing activities</li> <li>• Commissioning activities</li> <li>• Post project review meetings</li> </ul> </li> </ul>		



	<ul style="list-style-type: none"> <li>• Maintaining the project's working folder</li> <li>• Checking and approving of deliverables produced by other team members</li> </ul> <p><u>Project Management Interaction</u></p> <p>Interact with project management staff to achieve the best outcome for the projects;</p> <ul style="list-style-type: none"> <li>• Agree remaining work durations</li> <li>• Highlight (at the earliest opportunity) when a task will not be completed to a previously agreed timescale</li> <li>• Identify and report change</li> </ul> <p><u>Technical Mentoring</u></p> <p>Act as mentor to a number of engineering staff to;</p> <ul style="list-style-type: none"> <li>• Develop their technical knowledge and understanding</li> <li>• Provide support in achieving developmental goals</li> <li>• Encourage staff to develop their personal competencies</li> </ul> <p><u>Tendering Tasks</u></p> <p>This may include but not be limited to;</p> <ul style="list-style-type: none"> <li>• Production of concept designs</li> <li>• Estimating durations for design of tender items</li> <li>• Composing technical responses to quotation requests</li> </ul> <p><u>Quality Compliance</u></p> <p>Complying with JFN's quality policies and procedures, with particular emphasis on;</p> <ul style="list-style-type: none"> <li>• Design procedure</li> <li>• Document numbering and control</li> <li>• Approval of Suppliers and Sub-Contractors</li> </ul> <p><u>Health &amp; Safety</u></p> <p>Complying with JFN's health and safety policies and procedures, with particular emphasis on;</p> <ul style="list-style-type: none"> <li>• Take reasonable care for own health and safety and the health and safety of others</li> <li>• Report all accidents and near misses to their Line Manager or Safety Representative</li> <li>• Not operate any equipment they have not been specifically trained to use</li> </ul> <p><u>Technically Responsible Person Role</u></p> <p>For a specific project or projects;</p> <ul style="list-style-type: none"> <li>• Be accountable for the technical management and delivery within time cost and quality</li> <li>• Maintain technical compliance with the contract and resolve technical conflicts where possible</li> <li>• Ensure cross discipline integration</li> <li>• Assist the project management staff in: <ul style="list-style-type: none"> <li>• Understanding the technical delivery such that they may manage budget / expenditure information</li> <li>• Reviewing progress and the critical path</li> <li>• Identify and minimise JFN exposure to risk</li> <li>• Identify and report change</li> </ul> </li> <li>• Promote cohesion across the project team</li> </ul> <p><u>Continual Improvement</u></p> <p>Continually seek methods to improve personal, design office and company performance and efficiency.</p>
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<b>Key Skills and Competencies</b>	<ul style="list-style-type: none"> <li>• Has been responsible for a variety of diverse projects or activities ranging in both size and complexity</li> <li>• Sound appreciation of manufacturing, assembly and test techniques</li> <li>• A high level of commercial awareness</li> <li>• Sufficient technical knowledge and understanding of the industry to be able to technically lead a team, shape the outcome of a project and encourage and assist others in the delivery of that project</li> <li>• Ability to manage his / her own workload and self-manage to deliver tasks</li> <li>• Ability to make prioritisation decisions on work</li> <li>• Ability to read, understand and shape new procedures and standards</li> <li>• Is expected to need management rather than supervision</li> <li>• Is expected to be proficient in the production of standard design deliverables</li> <li>• Is expected to be an experienced user of relevant design tools, techniques and methods</li> <li>• Is expected to be conversant with legislation and regulations applicable to their role and the projects they are working on</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree / HND / Higher Apprenticeship in a related discipline</li> </ul>

	Name	Job Title	Date
Originator:	M Kirkham	Receptionist	22/03/2018
Checker:			
Approver:			