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Department:	Design
Reporting to:	Chief Designer
Direct Reports:	n/a
Authorised by:	EDB
Period of Employment:	Permanent
Salary Band:	TBC
Date of Update:	July 2019

MAIN PURPOSE OF ROLE

- To have ownership and responsibility for component and assembly design, create concepts and detailed drawings for manufacture and produce documentation for a wide range of projects.

Key Responsibilities & Accountabilities

- The ability to guide and support more junior members of the team.
- To adhere to deadlines, and operational budgets.
- Assist, and lead, the design of components, and delivery of DO led projects.
- Produce CAD schemes and manufacturing drawings using Catia.
- Release parts and assemblies into BOM's for production.
- Update design documentation and BOM's.
- Assist, and lead on occasions, with prompt investigation and resolution of faults.
- Assist with the preparation and production of design presentations.
- Always maintain JRM's engineering standards.
- Ensure all ISO9001 procedures are adhered too.
- Always maintain best working practices line with JRM's BOPS and health and safety policy guidelines.
- 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

- At least two years' Automotive or Racing experience, using tools such as Catia or similar.
- A good understanding of vehicle design and vehicle physics.
- Experience of using quality management tools and systems.

Special aptitudes

- Confidential in all matters
- High level of attention to detail
- Professional approach coupled with strong interpersonal skills.
- Excellent planning, organisational and time management skills
- Excellent verbal, written communication and presentation skills
- Strong IT skills
- Ability to work on own initiative
- Ability to work in, and adapt to, a rapidly changing environment
- Ability to work well under pressure, delivering on time, and to a high standard.
- Determination to improve, grow and contribute to the department's success

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- A creative thinker not afraid to suggest new ways of doing things
- Knowledge of Microsoft packages

Disposition

- Flexible and cooperative attitude
- Enthusiastic
- Self-motivated

Requirements

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

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 successful completion of the probationary period. On completion of one years' service, and subject to the rules, you will be invited to participate in the main JRM pension scheme.
- **Leave entitlement** - 25 days per year plus statutory holidays (compulsory shutdown of three days at Christmas).
- **Notice period** - There will be an initial three-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.