

Job Title:	Engineering Manager	Position Type:	Full Time
Location:	Laughton, East Sussex	Travel Required:	10%
HR Contact:	personnel@quorumtech.com	Date posted:	September 16, 2019

Job Description

MAIN PURPOSE OF JOB

The Engineering Manager manages a team of 5 technical staff plus several external contractors and is responsible for new product development across Quorum's range of sample preparation products for electron microscopes, including sputter coaters, vacuum evaporators, critical point dryers, freeze dryers, plasma etchers and cryo-SEM, as well as other technologies that would complement our current offering.

RELATIONSHIPS

REPORTS TO: Managing Director.

RESPONSIBLE FOR: Design Engineers, Scientists. external design contractors and consultants.

INTERACTS WITH: Operations: design for manufacture, production planning; Commercial: new product roadmap.

ROLE AND RESPONSIBILITIES

The Engineering Manager provides the overall technical leadership and vision for the new product development team. Tasks include:

- Working within the strategic parameters identified by the Managing Director, coordinate with the Commercial department to identify opportunities for new product development and document those in individual vision statements;
- Translate commercial requirements for new products into technical specifications;
- Develop a roadmap for future product development, including the resources and technologies required to achieve it.

The Engineering Manager manages the design team. Tasks include:

- Build a team capable of developing the required products. This includes recruitment, training, coaching, and motivating as well as annual appraisals and day-to-day performance management;
- Gather and report detailed performance data against KPIs in order to monitor team performance and implement improvements as required;
- For each new product, develop a concrete action plan for the team to follow:
 - Determine the optimal design approach;
 - Allocate tasks to individuals, ensuring effective use of resources;
 - Set deadlines for completion of tasks; and
 - Deliver projects on-time and within budget.
- Ensure compliance with ISO processes for new product development;
- Participate in new product launch planning with other departments;
- Provide detailed reports on all aspects of new product development: utilisation of resources, variances between budgeted and actual expenditure on projects; future forecasts for budgeting and operational planning; etc.
- In addition to the managerial responsibilities, it is essential that the Engineering Manager has a good understanding of the duties of a design engineer and the technical issues involved.

The Engineering Manager is the lead for internal innovation with the goal of ensuring that Quorum continues to be a market leader in electron microscopy sample preparation and to deliver the highest possible value and quality for its customers. Tasks include:

- Become familiar with EM sample preparation and expert in the technologies used in Quorum's products;
- Form strong working relationships with key internal stakeholders;
- Work with the Commercial team to seek out and solicit input on design choices from external stakeholders such as academics, electron microscope manufacturers and major distributors;
- Increase Quorum's capacity for new product development by identify external partners for co-development and outsourcing aspects of development to those third parties.

The Engineering Manager plays a key role in guaranteeing product quality. Tasks include:

- Ensure that new products are designed and tested to a high standard;
- Participate in Non-Conforming Product reviews;
- Manage Engineering Change Request reviews;
- Act as the Super User for SAP B1 with responsibility for engineering processes.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Relevant Degree in Physics, Engineering or related technical discipline.

Key Words: sputter | coater | vacuum | plasma | magnetron | cryo | electron microscopy | sample preparation | SEM | new product development | agile

REQUIRED EXPERIENCE & SKILLS

The successful candidate will have:

Proven expertise in development of scientific equipment. Experience in design of vacuum equipment is **essential**.

Track record in leading small engineering teams is **essential**. Achieving goals on time and within budget and working effectively in matrixed organizations;

Understanding of the core principles of Design for Manufacture & Serviceability;

The ability to clearly define development and product improvement projects in conjunction with inputs from Service and Sales and to resolve conflicting priorities;

A strong leadership style combined with a hands-on approach in leading several projects and experiments in parallel;

PREFERRED EXPERIENCE & SKILLS

Experience with electron microscopes would be a distinct advantage as would familiarity with methodologies for sample preparation (e.g. coating, critical point drying, cryo).

Knowledge of applicable regulations and standards affecting scientific instrumentation;

Formal qualifications in methodologies such as Agile Product Development would be a plus;

Demonstrated ability to influence others without having direct authority;

Strong analytical and computer skills are preferable including currency with CAD software such as SolidWorks and PDM;

Familiarity with SAP Business One would be an advantage;

Interest and ability to understand the science and interface with key opinion leaders is desirable;

Must be willing to travel both within the UK and internationally for typically 10% of time.

ADDITIONAL NOTES

This role involves travel to meet suppliers and customers, which may include occasional overseas trips. Valid driving licence and passport required.



Prepared by:	Tony Larkin	Date:	September 16, 2019
Reviewed by:	Duncan Perry	Date:	September 24, 2019
Last Updated by:	Tony Larkin	Date/Time:	September 24, 2019
Employee Signature:		Date:	
Employee Name (printed):			