

Job Description:	
Job Title:	Group Engineering Manager
Department:	Engineering
Reporting To:	Lee Waterhouse
Behavioural Competencies:	
<p>We pride ourselves on our attitude & culture. It is essential that our core behavioural competencies are met irrespective of job role. Positive approach - Works as part of a team, being helpful and supportive of others. Deals with problems with other team members effectively. Has a positive attitude and interacts well with others. Time Management - Maintains effort until task is completed & meets deadlines. Able to prioritise workload and balance conflicting demands. Understands the need for efficiencies in all areas and is pro-active. Cares about what we do. Professionalism - Communicates effectively with internal and external customers, listens well to others and responds appropriately. Builds relationships & is respectful to others. Maintains a suitable professional appearance & is an ambassador of FILTERMIST INTERNATIONAL COMPANIES at all times. Quality & Customer Experience - Understands FILTERMIST INTERNATIONAL quality requirements and objectives. Is aware of internal and external customer needs. Has an active interest and pride in FILTERMIST INTERNATIONAL & the service and quality we deliver. Continuous Improvement - Understands the need for Continuous Improvement. Integrates new learning into existing skills. Is aware of the need for continuous learning, for development and improvement both Business & Personal. Protecting People & Our environment - understands the importance of safety and welfare both internally and externally & works to ensure we adhere to all regulatory requirements.</p>	
Role definition:	
<p>The appointed candidate will:</p> <ul style="list-style-type: none"> ➤ Organise and effectively manage the available capacity within the Group Engineering team; ➤ Drive performance through governance of a Group Project list to be defined and prioritised by the senior management team; ➤ Develop tools to raise the visibility of the project list (such as a “Gated” sign off system); ➤ The ideal candidate will encourage further development of the team via internal and external training opportunities & building relationships; ➤ Implement checks and measures to evaluate performance and drive CI; ➤ Monitor personnel performance and apply necessary interventions when required (including, but not limited to, performance management, training, disciplinary action, career progression); ➤ This is a fluid role that has the potential to influence key Group stakeholders; ➤ The individual will represent Filtermist globally, so will ideally be bilingual or comfortable operating in a non-native speaking environment; ➤ This role will require some international travel; ➤ Develop a robust New Product Introduction (NPI) procedure that will enable the Group to deliver new products to market successfully. 	
Key areas of responsibility, duties and the deliverables expected:	
<p>This is a new role for the business, so the list below is indicative, but not exhaustive:</p> <p>INTERNAL AND EXTERNAL CUSTOMER MANAGEMENT</p> <p>The appointed candidate will need to provide a comprehensive service to customers and potential customers of Filtermist International from project enquiry, through written or verbal scope(s) of work, quotation generation, order entry, acknowledgement and works orders. There is an expectation for the successful applicant to nurture & develop these customer relationships to ensure longevity and that we are maximising all opportunities.</p> <p>R&D/NEW PRODUCT DEVELOPMENT</p> <p>The appointed candidate will be required to work with the Filtermist Management team to design and develop new products, from concept to commercial product, to develop existing products with the aim of maintaining/improving market share, reducing costs, and widening their scope of applications including:</p> <ul style="list-style-type: none"> • Developing project estimates, • Agreeing realistic and achievable time frames (and then ensure the wider engineering team deliver against these milestones) • Cost and risk • Arrange and/or Design technical manuals for all new or updated products 	

- Work with the Purchasing department to provide technical advice and approval for all externally sourced products
- Preparing technical documentation for the product, including drawings, diagrams and descriptions where required
- Coordinating resources allocated to the project from outside R&D (E.G. Purchasing, Production and Test Engineering) to ensure that a complete package is delivered to the company's sales channels.
- Obtaining relevant certification to show compliance with applicable standards and ensuring the wider engineering team is qualified to a sufficient standard that meets all customer and regulatory requirements.

RELATIONSHIP MANAGEMENT

The appointed candidate will be capable of identifying, building and utilising relationships across Group to raise the department's profile and liaising with Head Office R&D department and /or consultants and professional bodies to obtain additional technical help and support as and when required.

The appointed candidate will need to control, direct and motivate team members within the Group R&D Department to achieve and exceed overall and individual targets, providing training and/or coaching as appropriate.

TECHNICAL SUPPORT

The appointed candidate will allocate technical resource to the Group through a managed process, taking into account the current workload versus the internal and external demands. The ideal candidate will plan the weekly jobs of the engineers and contractors within the team, taking into account the time negotiated/ agreed for project(s). The appointed candidate will need to demonstrate strength of character in order to challenge and manage conflicting demands.

The appointed candidate will need to provide technical advice and guidance in the use of the company's products to all internal and external employees, including the provision of product briefings and training material for all new/updated products and services. The appointed candidate will be required to support customer meetings, including visiting customer sites if necessary, and provide technical input as required.

ADMINISTRATION & ACCOUNTING

The appointed candidate will ensure that all engineering resources are recovered (where applicable) reporting to the Sales or Projects teams, reporting the actual costs vs external charged costs. In conjunction with the Operations Director, Sales Manager(s) & Sales Director(s), develop and organise training sessions and resources for both export distributors and new sales team members. Overseas travel may be required. The appointed candidate will be responsible for maintaining the engineering change database for all manufactured products.

REPORTING

The appointed candidate will provide robust monthly and quarterly performance reports for the Engineering team, reporting project adherence with regards to costs, completion and any additional deliverables. These reports will be delivered to the Group Operations Director and to the CEO to be used for the Absolent Group Board meetings.

HOUSEKEEPING

The appointed candidate will ensure the correct levels of drawing revision controls are in place and adhered to. The appointed candidate will need to -

- Ensure all project lists/ time lines and project plans are up to date and visible
- Ensure the engineering team are compliant to internal processes and procedures and compliant to external governing requirements.

GENERAL DUTIES

The appointed candidate will be required to manage a team of technical engineers (approx. 7 persons – there is an expectation for this team to grow) within the Filtermist Group, which will include the merger of two incumbent R&D departments. The candidate will need to identify existing skill sets and those areas for further development. The candidate will need to encourage and advocate working together as a team to cross-pollinate the various skill sets to ensure that the engineering capacity is as flexible and agile as the Group demands require.

ANTICIPATED KPIs

Within the first 6 months the appointed candidate will be expected to have achieved or made significant progress towards –

- Achieving an average of >80% OTD with regards to agreed milestones on all project plans;
- Upskilling the wider engineering team through either internal cross-pollination of existing skills or through external training providers;
- Creating a robust capacity planning tool to visualise the load vs demand of the Group Engineering team;
- Actively participating in internal root cause analysis projects;
- Selecting and implement one engineering software provider;
- Designing and implementing a gated system to ensure deliverables are agreed and visible by the senior management team;
- Achieving a cost neutral status for the engineering team by ensuring the available capacity is recovered from internal & external customers.

Remuneration & Benefits:

Available on request

Role Location:

The role will be predominately based in Telford, however there is a requirement for a multi-site presence and international travel.

Why Filtermist?:

Filtermist International Ltd, part of the Swedish Absolent Group, has been established for 50 years and is the UK market leader for oil mist extraction. Our UK made oil mist filters are trusted by world leading manufacturers in more than 60 countries in industries ranging from aerospace and automotive, to food processing and medical device manufacture.

Our company has diversified in recent years by extending the products and services we offer through both organic growth and targeted acquisitions. Filtermist International is responsible for the following brands: Filtermist oil mist filters, Dustcheck dust control filters and Multi-Fan Systems – customised air movement and pollution control systems. It is also the UK distributor for sister company Absolent AB and provides a UK wide installation and maintenance service, as well as CoSHH compliant LEV Testing for all makes and models of LEV systems.

We target excellence throughout all aspects of our businesses. We pride ourselves on operating an ambitious, fast growing and fast-paced company that offers a wide range of opportunities for employees due to ongoing significant growth.

We actively participate in lots of national funding raising initiatives throughout the year and support several charities, individuals and organisations that have direct connections with our employees. All employees can nominate causes close to their hearts for possible financial support.

We drive our businesses with key behavioural competencies that underpin how we do business - making all Filtermist companies great places to work.