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| **Metallurgical Laboratory Manager** | | | | |
| **CLOSING DATE** | 01-12-21 | | | |
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| **STARTING GRADE** | | Dependant on Experience | **DURATION** | Permanent |
| **HOURS** | | 37 hours | **SHIFTS** | Days |
| **MAIN TASKS / DUTIES / RESPONSIBILITIES** | | | | |
|  | | * Supervising the personnel in the Laboratory team on a day to day basis and also conducting periodic reviews and planning personal development for the team members * Attending daily production priority meetings and setting workloads for the team and ensuring urgent short term jobs are fulfilled without compromising longer term projects * Communicating with internal staff members / other departments, as well as customers and external vendors (as required) who all have different levels of technical knowledge * Translating and simplifying technical details / language into internal instructions for those without a scientific / engineering background and reviewing instructions written by other team members prior to publication * Ensuring compliance to standards and quality level on products related to special processes and destructive testing (heat treatment / coatings / surface enhancement) * Arranging suitable training for members of the surface treatment departments as required * Supervising investigation reports on any customer returns or production failures to find root cause and suggest corrective actions * Supervising experiments on process changes / new process methods to improve quality and / or reduce process times * Researching topics in a timely manner to provide feedback and insight to senior staff / other departments when requested * Ensuring all relevant pre-audits and audits (including NADCAP) are completed with accurate findings, and that all pre-audit preparation and post audit actions are completed by required dates * Compliance to environmental permits for both local authority and national bodies with particular focus on electroplating effluent treatment | | |
| **EXPERIENCE AND QUALIFICATIONS** | | | | |
| ESSENTIAL | | * A degree in a science or engineering based subject with a minimum of 3 years relevant work experience. * Good communication skills and can make unpopular decisions under pressure * Understanding of materials science, particularly for metals * Experience of analytical techniques and the scientific method of experimentation * Familiarity with common Laboratory equipment like microscopes and glassware * Excellent Maths skills * Computer literate, particularly Excel formatting / formulas * Possess strong organisational skills * Experience of working to deadlines * Health and Safety experience in a Laboratory environment * Passion and enthusiasm for science / engineering | | |
| DESIRABLE | | * Familiarity with metal types, particularly steels * Experience of being audited and resolving NCRs * Knowledge of metallographic sampling and analysis (theory and methods) * Experience of working in and managing a multi disciplined team * Experience in heat treatment processing of steels * Knowledge of PID control systems and electrical circuits * Experience in surface treatment coatings / conversions * Familiarity with using / interpreting international standards and customer specifications * Knowledge of statistical analysis e.g. variance and SPC * Some engineering knowledge / background * Familiarity with engineering drawings * IOSH certificate in Laboratory safety | | |
| **JOB CONTEXT** | | | | |
| REPORTS TO | | * Engineering Manager | | |
| **PROBATIONARY PERIOD** | | | | |
|  | | All employees in new jobs are required to undergo a six month probationary period, during which suitability for the position is assessed. | | |
| **HEALTH AND SAFETY** | | | | |
|  | | All employees are responsible for reading, understanding and carrying out the requirements of the company’s Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training need. | | |
| **CONTINUAL DEVELOPMENT** | | | | |
|  | | The company requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the company. This should be achieved through the appraisal process.  Employees should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals. | | |