

## JOB DESCRIPTION

<b><u>Job Title:</u></b>	Lead Design Engineer
<b><u>Reports To:</u></b>	Engineering Manager
<b><u>Salary:</u></b>	TBC
<b><u>Hours:</u></b>	37.5 (flexi time)

### **Job Summary:**

The Lead Design Engineer is responsible for the technical management of Acrastyle's customer orders within a project team. The ability to communicate with customers and internal stakeholders is essential. In addition, co-ordination of engineering resources to ensure completion of the most economical technical solution in a timely manner is crucial.

### **Role:**

- Technical management of projects in line with client expectations, Acrastyle procedures and programmed timescales.
- Overall responsibility for all technical matters for each project within the project team.
- Communication of technical information to all internal and external stakeholders.

### **Responsibilities:**

- Participating in the tender to project team handover meetings, where appropriate.
- Participating in both internal and external meetings, such as project kick-off's and project reviews.
- Project lead from a technical viewpoint, for individual team projects. Including the monitoring and direction of Mechanical Engineers, Electrical Engineers and other engineering resource for those specific contracts.
- Conduct site surveys (where appropriate) at Customer sites respecting all relevant Health and Safety rules.
- Help in maintaining or improving the project budget by use of "standard" parts and designs to minimise material and labour cost.
- Lead the "design review" team meeting on all new projects to identify previous similar projects to work from, identify missing information from the customer and collect technical queries from the team.

- Performing the technical dialogue with clients including filtering, submitting and receiving all project team queries and action all formal drawing submissions.
- Work within any procedures, guidelines or specifications set by Acrastyle, the customer, any relevant electricity supply industry, and / or any relevant International organisation / standards to produce and issue any drawings deemed necessary to allow review by the client and subsequent comment / approval of the required system design.

This could include [*depending on contractual scope of supply*] but is not limited to:

- *Circuit diagrams*
  - *Logic diagrams*
  - *Single line diagrams*
  - *Cable drawings/ schedules*
  - *Interface drawings*
  - *Equipment schedules*
  - *Digital Device Programmable Scheme Logic (PSL) / setting files*
- Identifying and informing the Project Coordinator of all additional technical scope of work (*materials and labour*) during the contract.
  - Fulfilling of all technical contractual documentary requirements as agreed with the client.
  - Being the Team interface with the Factory to process and respond to Manufacturing and Test queries in a timely manner during the project build.
  - Support Test & Inspection during functional testing (FAT3), where appropriate.
  - Support the Tendering team by offering technical advice and assistance with client enquiries as required.