
JOB TITLE Junior Project Engineer
DATE January 2018
REPORTS TO Senior Project Engineer

JOB DESCRIPTION

Purpose of role The role of a junior project engineer is a liaison between the company and the technical disciplines involved in a project. The project engineer is also often the primary technical point of contact for the customer.

A junior project engineer's responsibilities include schedules, preparation, pre-planning and resource forecasting for engineering and other technical activities relating to the project. They may also support the performance management of vendors. They understand the requirement for the accuracy of financial forecasts, which tie-in to project schedules. They ensure projects are completed according to project plans. In a technical discipline it is the juniors project engineers responsibility to write compile and advise on key technical details relating to the project and coordinate the technical response to the client

Main duties and responsibilities Core objectives include:

- To understand the customer requirements and compile work statements
- To provide engineering & technical assistance to individual projects
- To ensure thorough research for each project and provide Innovation where possible
- To ensure compliance with all regulatory quality procedures and published regulations
- To manage projects from within a set activity budgets and timescales to meet customer requirements.
- To formally present technical solutions to the customer the Senior Project Engineer
- To represent the company at technical meetings with the Project team and customer
- To ensure the final product meets all technical requirements and does not exceed prime costs for labour or materials used in bid

Other duties The above list is not exhaustive, and the role may change to meet the overall objectives of the company.
Fulfil other duties as required by management and other department personnel as requested/required.

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none">• Degree in an engineering discipline and/or;• Time Served Apprenticeship
Experience	<p>Experienced engineer means a Professional engineer with the undermentioned qualifications engaged in any particular employment where the adequate discharge of any portion of the duties requires qualifications of the employee as (or at least equal to those of) a member of Engineers Australia. The qualifications are as follows:</p> <ol style="list-style-type: none">1) membership of Engineers Australia; or2) having graduated in a four or five-year course at a university recognised by Engineers Australia, four years' experience on professional engineering duties since becoming a Qualified engineer; or3) not having so graduated, five years of such experience.
Knowledge	<ul style="list-style-type: none">• Knowledge in an aviation discipline is preferred with experience in the overhaul and maintenance of aircraft, and aircraft components• CAD experience or ongoing CAD training,• Proven track record of achievement in a similar role• Proven knowledge of regulatory body regulations and standards.
Skills & competencies	<ul style="list-style-type: none">• Customer service focused: committed to providing exceptional customer service across all channels – written, phone and face to face.• Communication: the ability to communicate clearly and concisely, varying communication style depending upon the audience.• Attention to detail: excellent attention to detail and written skills when communicating with others, both internally and externally.• Commerciality: ability to apply knowledge in a practical, commercial manner.• Teamwork: willingness to assist and support others as required and get on with team members.• Time management/organisation: accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.
Personal attributes	<ul style="list-style-type: none">• Professional approach.• Ability to work under pressure.• Organisational and time management skills.• Excellent attention to detail.• Confident manner.• Positive approach to change.
Other	<ul style="list-style-type: none">• Overnight/multisite stays away for work may be required to fulfil the requirements of the role.• Clean driving licence (essential / desirable).

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date

