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| **Title** |  **Engineering Operations Manager** |
| **Band** | **Management**  |
| **Grade** | **M1** |
| Job Family |   |
| Reporting To |  Technical Director |
| Location |  Oakdale  |
| Date Written/Revised |   |

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| **Position Objective** |
| *To strategically manage engineering resources, optimize workforce planning, drive talent development, and lead key operational processes and initiatives to support the engineering department's efficiency, growth, and strategic objectives within the organization.* |

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| **Generic Level Description** |
| Scope | Provides direction to employees according to established policies and management guidance. Receives assignments in the form of objectives with goals and the process by which to meet goals. Administers company policies that directly affect subordinate employees. Recommends changes to unit or sub-unit policies. |
| Job Complexity  | Works on issues where analysis of situation or data requires review of relevant factors. Exercises judgment within defined procedures and policies to determine appropriate action. |
| Overarching Accountabilities | Overarching accountabilities are evident in this level of management, however as the first level of management decision making latitude is narrower and there is a greater focus on tactical execution. May have direct responsibility for staffing, performance management, staff development and managing budgets.  |
| Major Accountabilities | Provides support to management on day-to-day operations of function or department. Typically assists with scheduling of tasks, ensuring adherence to schedule and providing hands-on coaching to more junior staff. Likely to have 50% or more of their responsibilities related to actual task completion. |
| Business Acumen |  |
| Problem Solving | Solves day-to-day operational problems that have limited impact to area of responsibility. Knows when to escalate issue to next level. |
| Discretion | Decisions or failure to achieve results will cause delays in daily and monthly (more short term) schedules. |
| Technical and/or Functional Expertise | Strong technical/functional expertise in one discipline. Limited hands-on knowledge of management and business practice. May have sound knowledge of theories through educational base. |
| Interaction | Interacts with staff and functional peer groups. Interaction normally requires the ability to gain cooperation of others, conducting presentations of technical information concerning specific projects or schedules. |
| Supervision | Provides direct supervision to professional and/or skilled, employees (i.e., technicians, designers, support personnel). Acts as advisor to unit or subunits and may become actively involved, as required, to meet schedules and resolve problems. |
| Guidance  | Receives assignments in small packets with detailed instruction as to process and timing. |
| Physical Effort | Little chance of injury. Little physical effort required. |
| Working Conditions | Standard office environment with little physical effort required. May be required to travel for extended periods of time and/or have overnight trips. Significant additional hours during peak and difficult business circumstances may be expected. |

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| **Discipline Description** |
| Responsibilities Include* Manage and move Resources for Project Execution
* Management & recording of Strategic Workforce Planning
* Ramp-up/down of projects
* Manage the Engineering Process into Promotion panels
* Engineering Meeting Management & Records
* Training Needs Analysis management
* Graduate & Apprentice management & recruitment
* Run Engineering Internal Change Projects
 | * Works with the multiple capability leads to help develop capability to meet the strategy and growth plans of the business. Provide insights from the headcount planning to the capabilities, provide support to the movement of people between capability groups.
* Work with PM community in documenting and delivering the process of demand identification, demand satisfaction. Deliver Continuous Improvement on the process.
* Ensure the training and movement of staff is in accordance with the Strategic Workforce Planning(SWP).
* Manage the Engineering SWP process to ensure that developments occur that support strategic growth.
* Create and manage Engineering mobilization plans, monitor the effectiveness of the plan, in accordance with project needs & dates, and the available capability resources.
* Create transition plans including training, handovers to enable knowledge management and retention and new project ramp-ups (and ramp-downs).
* Manage the process for introducing candidates into the quarterly promotion panels, ensuring that appropriate sign-off has occurred, and packages are complete and compelling.
* Attend engineering meetings, capture actions, maintain records and track actions.
* Budget Management
	+ Attend budget meetings, in conjunction with the Technical Director. Provide and action data with respects to Internal budget allocations, resolve and provide data from engineering database.
* Oversight and prioritization of the training budget, working in accordance with the strategic direction to allocate training budget, working with Engineering Training Needs Analysis Manager to create a prioritized TNA.
* Work in accordance with the Apprentice Manager to continue with Apprentices, and bring in a limited number of graduates, with coordination and management of the graduates, including internal rotations, mentoring and direct line management.
* Monitor, control and report on Engineering Change Projects. Including drives for efficiency, technology adoption (in line with the strategy). Working IAW with Information Technology to ensure we have appropriate infrastructures in-place.
* **Manage Independent Reviewer Demand and Satisfaction**

Work within GDMSI UK, and the wider GDMSI organization to identify and secure inputs into Engineering Reviews for critical milestones and Engineering Status Reviews.* **IP Management**

Create and manage the infrastructure  and processes through which Intellectual Property will be controlled.* **Data Management**

Manage Engineering data to ensure it is managed in accordance with with the Data Management policies and procedures. Capture, and curate the engineering data sources.* **Engineering Initiatives**

Create and **manage** metrics and reporting around engineering initiatives* **Engineering Status Review**

Organise, and manage monthly Engineering Status Review meetings. Instigate the Engineering Status Review Meetings, track and manage actions. Align with the Project Management Office. |

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| **Knowledge, Skills & Abilities** |
| Required Skills & Abilities | * *Good communicator and able to work co-operatively in a team environment.*
* *Good written, verbal and interpersonal communication skills.*
* *Working with people in a matrix environment*
* *Competent in data gathering, data management and analysis*
* *Experienced in the use of Microsoft Project*
* *Ability to generate well-structured documents and manage through a review process to achieve release to committed deadlines.*
* *Ability to create and monitor plans*
* *Self-motivated demonstrating integrity, professionalism, flexibility, commitment and innovation*
* *Needs to be confident and professional when working with Engineering and project teams*

***Desirable skills**** *IP management knowledge/experience*
* *Review Management*
* *Managing data in Sharepoint*
* *Microsoft BI*
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| **Education & Experience** |
| Required Education & Experience | * *Demonstrate previous roles where you have had leadership responsibility with a significant experience as a team leader*
* *A university-level qualification in Computer Science/Software Engineering, Mathematics, Physics or IT discipline or equivalent wide range of relevant experience*
* *Experience in managing and developing others*
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