



JOB DESCRIPTION

DATE:	May 2018
POSITION:	Design Engineer
BUSINESS UNIT:	Central Services
LOCATION:	Craigavon
REPORTING TO:	Design Office Supervisor
RESPONSIBLE FOR (PEOPLE):	N/A

OVERALL ROLE OBJECTIVE:

Reporting to the Design office Supervisor, the successful applicant will be involved in generating toleranced engineering drawings for the manufacture of tooling and to satisfy the company's general engineering requirements

JOB SPECIFIC RESPONSIBILITIES:

The post holder will be responsible for:

1. CAD/CAM design of Blister pack foil sketches, proposed pack layouts and wallet drawings for CTS and contract requirements.
2. CAD/CAM design of associated blister pack and capsule machine tooling.
3. CAD/CAM design for any other engineering design requirements.
4. Assisting with various development projects as required.
5. Comply with all instructions laid down in company handbook and company SOPs.
6. Carrying of pager to remain in contact during working hours.
6. Maintaining a clean and tidy working environment.
7. Design and purchasing of non-stock materials as ordered when required.

This role may require coverage beyond normal working hours. It is a condition of your employment that you are able to fulfil this requirement of the role.

GENERAL ROLE RESPONSIBILITIES:

Quality	Ensure GMP is adhered to in all areas of work.
Health & Safety	Understand Company's Health & Safety Policy and follow all company HSE procedures. Report all accidents or any unsafe conditions in the work place.
Training and Development	Ensure training has been received before undertaking specific duties and that all training is recorded in training records.
Human Resource Management	Adhere to all HR policies and procedures, to include all absence policies and procedures.
Communication	Communicate within your own department to ensure that all relevant information is forwarded to the appropriate personnel on a regular and timely basis. Provide regular updates to your line manager regarding progress on required duties and the status of any projects.
Equal Opportunities	Observe and adhere to the company's Equal Opportunities and Dignity at Work policies ensuring that a neutral and harmonious work environment is maintained in which bullying and/or harassment does not occur.
Core Competency Framework	Ensure that all job specific responsibilities relating to the overall role objective are carried out in accordance with the requirements outlined within the Almac core competency framework.

By signing this Job Description I accept that I have received and read the Job Description and have accepted the responsibilities identified therein.

EMPLOYEE'S SIGNATURE:

PRINT NAME:

DATE:

This job description should not be regarded as conclusive or definitive. It is a guideline within which the individual jobholder works. It is not intended to be rigid or inflexible and may alter as the Company's strategic direction changes.



PERSON SPECIFICATION

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	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT	ASSESSMENT METHOD
QUALIFICATIONS	Degree in an Engineering discipline (or equivalent)		Application Form and Documentary Evidence
EXPERIENCE	Previous experience of the following: <ul style="list-style-type: none"> • Solidworks/SolidEdge • Materials science • Engineering drawing 	Previous experience of AutoCAD 2D or 3D Previous experience of CNC machining	Application Form and Interview
KEY SKILLS	Mechanical knowledge Good communication skills, verbal and written Ability to work under own initiative to meet tight deadlines and manage multiple tasks Proficiency in the use of Microsoft office packages (to include Word, Excel and PowerPoint)		Psychometric Testing and/or Interview



ALMAC CORE COMPETENCIES

COMPETENCY	BEHAVIOUR	ASSESSMENT METHOD
RESULTS DELIVERY	Delivers results on time, within constraints and in line with company policy and procedure and organisational strategy. Demonstrates a continuous drive for quality and a commitment to excellence.	Interview
PROACTIVE SOLUTIONS	Analyses and uses experience and logical methods to make sound decisions which solve difficult problems. Seeks practical/workable and innovative methods to deliver solutions.	Interview
LEADS BY EXAMPLE	Promotes a clear vision and mission. Acts as a positive role model for the organisation, fostering a climate of teamwork and development.	Interview
COMMUNICATION	Communicates clearly and effectively. Promotes the exchange of ideas and information across the organisation. Fosters dialogue to ensure everyone understands what is going on.	Interview
CUSTOMER FOCUS	Strives to exceed the expectations and requirements of internal and external customer; acts with customers in mind and values the importance of providing high-quality customer service.	Interview
JOB SPECIFIC KNOWLEDGE	Demonstrates required job knowledge and understanding to successfully and competently fulfill or exceed the requirements of their post. Follows correct procedures and guidelines (SOPs). Proactively demonstrates a desire to enhance and develop their job knowledge.	Interview