



**QUICKSTEP TECHNOLOGIES PTY LTD
POSITION DESCRIPTION**

JOB TITLE: <i>Generic title of the level of work</i>	<i>Industrial Engineer</i>
POSITION NUMBER:	MJ010
REPORTING TO:	Production Engineering Manager or nominated position according to organisational structure
LOCATION: <i>Physical location of the role</i>	Quickstep Technologies, Bankstown, Sydney, New South Wales
JOB PURPOSE: <i>Summary of what the role delivers</i>	Identify, facilitate, lead and report on the development and implementation of continuous improvement initiatives, projects and activities to drive efficiency gains, deliver productivity and process efficiencies, increase machine and equipment capacity and/or eliminate waste and reduce operating costs and labour hours while maintaining safety, customer and quality compliance. This role will also lead, coach and train other Program employees in lean enterprise, best practice and continuous improvement principles to achieve the key measures and performance outcomes for this role.
JOB HOLDER RESPONSIBILITIES: <i>Summary of the accountabilities for the role</i>	<p>Lead teams to achieve realisation of the company's composite production outcomes, with a focus on:</p> <p>Industrial footprint (Factory Planning and Set-up)</p> <ul style="list-style-type: none"> • Develop manufacturing methods, labour utilisation standards, and cost analysis systems to optimise staff efficiencies, factory layout and facility utilisation • Plan and establish sequence of operations to manufacture and assemble parts or products enabling optimum production flow <p>Drive Process Management</p> <p>Assess processes and methods with a view to optimising process and systems. Recommend methods for improving utilisation of personnel, material, and utilities applying techniques such as;</p> <ul style="list-style-type: none"> • Enterprise Value Stream Mapping • Work Flow Process Mapping • Current and Future State Mapping <p>Lean Implementation and Continuous Improvement</p> <p>Implement, manage and train QS employees in lean enterprise, best practice and continuous improvement principles to improve productivity, eliminate waste and reduce operating costs, deploying disciplines such as;</p>

- “8” Wastes
- 5’s
- SMED (set up reduction)
- Kaizen
- Continuous Improvement
- Visual Workplace

Capacity Planning

- Determine standard times and production standards supporting maximisation of manufacturing processes and machine capacities
- Identify and eliminate bottlenecks
- Identify and participate in the management of risk, issues and opportunities ensuring availability of planned capacities

Cost Reduction

- Define and manage a structured continuous improvement program employing techniques such as Kaizen events enabling maximum cost reductions
- Root cause analysis of production problems and implementation of robust corrective actions, eliminating non-value adding activities and waste

Visual Factory

Maximise the cleanliness, organization, and safety of all elements in the working environment utilising;

- Andon Systems
- Information Flow
- Visual Cues/Information

Mistake Proofing (Poke Yoke)

Create improvements and minimise errors within the manufacturing systems and design by implementing strategies that support;

- Right First Time
- Zero Defects
- In Built Quality

Manufacturing and Production System

- Establish manufacturing Lead and TAKT times, line balancing, cycle times and capacities. Draft and design layout of equipment, materials, and workspace to illustrate maximum efficiency
- Regulate and alter workflow schedules according to established manufacturing sequences and lead times to expedite production operations Complete production reports,

purchase orders, and material, tool and equipment lists

- Material Handling and Component Logistics
- Provide efficient trolley and racking design with consideration to point of use and internal KANBAN
- Review and update company processes and procedures in accordance with the company Quality Plan to maintain AS 9100 and ISO 9001 accreditation

Leadership

- Provide leadership and facilitate team work by communicating fully and openly, demonstrating respect for others, being honest and ethical
- Coach manufacturing team members to performance excellence
- Role model company leadership and communication standards
- Reflect the company's dynamic and changing environment through initiative, flexibility and a willingness to embrace change

Teamwork

- Communicate fully with honesty, openness and integrity
- Actively engage with teams throughout the company and support business initiatives and strategy
- Treat all colleagues, customers, service providers, network contracts and shareholders with respect
- Demonstrate a motivated, 'can-do' approach
- Encourage an environment of sharing knowledge, information and ideas to ensure continuous improvement within the team
- Develop operational flexibilities within and between teams

Personal Development

- Willingness to learn new skills
- Commit to undertake training and development as required, in all areas of job responsibilities
- Keeping up to date with development in training by reading relevant journals, going to meetings and attending relevant courses
- Actively contribute to Quicksteps culture of promoting the well-being of all staff through the use of company WHS, Training and development, Environmental and Quality Assurance systems
- Observe and comply with all of Quicksteps Workplace Health and Safety policies and procedures, including safe operating procedures relevant to this role

<p>KEY MEASURES/OUTCOMES <i>Include the key measures of success and performance outcomes for this role</i></p>	<ul style="list-style-type: none"> • Provide leadership and demonstrate Quickstep’s values • Coaching team members to performance excellence • Define and report key production measures • Perform root cause analysis to improve poor performing processes • Identify improvement opportunities • Measure actual performance vs budget goals and investigate and advise variance and opportunities for improvement enabling >10% cost down across manufacturing cost centers • Initiate and close CPI (continuous project improvements) on schedule • Determine capacity requirements and subsequent investment options
<p>KEY INTERACTIONS: <i>Summary of the main contacts of the role and details of the type of interaction involved</i></p>	<ul style="list-style-type: none"> • Production Engineering Lead: to support the development of manufacturing methods, labour utilisation standards, and cost analysis systems to promote efficient staff and facility utilisation • Quality Manager: Coordinate quality control objectives and activities to resolve production problems, maximise product reliability, and minimise cost • Quality Inspector: to support maintenance of AS9100 / ISO 9001 requirements, minimisation of manufacturing defects and implementing root cause analysis • Program Manager: reporting on training and manufacturing system progress, achievements; raising of key issues; resource and strategic planning where necessary • Jig and Tool team: coordination of production and design requirements and issues • Larger Quickstep Production team: delivery of training and support as required to support design, production/ manufacturing and business outcomes
<p>PERSONNEL SUPERVISED: <i>Include both direct reports and indirectly supervised</i></p>	<p>None</p>
<p>FINANCIAL DIMENSIONS: <i>Include any financial dimensions relevant to the role</i></p>	<p>As per the Company delegations policy</p>
<p>QUALIFICATIONS AND EXPERIENCE: <i>Includes formal tertiary education leading to a degree or diploma acquired at a formal tertiary institution</i></p>	<ul style="list-style-type: none"> • Bachelor Degree or post qualification training in an appropriate field including Aerospace, Automotive and/or Manufacturing, Industrial or Mechanical Engineering
<p>JOB SPECIFIC SKILL: <i>Includes practical knowledge within a certain function, industry or area of business/speciality as well as specific technical skills the role may require</i></p>	<ul style="list-style-type: none"> • Minimum five years’ experience working in a production support engineering environment • Minimum three years’ composite training and or Industrial Engineering in a high tech and highly regulated environment is desirable • Detailed knowledge of design for manufacture and Lean manufacturing methodologies

	<ul style="list-style-type: none"> • Demonstrated track record of introduction of innovative new processes and methods • CAD/CATIA and scheduling knowledge desirable
MAJOR CHALLENGES: <i>Describe the major challenges or the most difficult types of problems typically faced in performing this role</i>	Supporting a dynamic business and workforce that is fast paced, focused on identifying and implementing lean and continuous improvement practices to improve productivity and profitability. Being able to operate within a matrix organisation and provide support and influence to achieve the best in class outcomes

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE