

**QUICKSTEP TECHNOLOGIES PTY LTD
POSITION DESCRIPTION**

JOB TITLE: <i>Generic title of the level of work</i>	<i>NC Programmer</i>
POSITION NUMBER:	MJ028
REPORTING TO:	Specialist Manager with matrix reporting to JSF Program Manager
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>	The primary objectives of the role will be to provide NC Programming and associated support to the organisation as well as to provide programming support to all areas of the Quickstep organisation as required, including R&D and Quickstep Systems.
JOB HOLDER RESPONSIBILITIES: <i>Summary of the accountabilities for the role</i>	<p>Areas of responsibility include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Creation of NC programming code from CAD models including 5 axis machining • Support for design, tooling and machining activities • 5 axis CNC machine operation where circumstances require additional resources • Adhere to service and maintenance schedule for 5 axis • Oversee tooling inventory and consumables • Provide on the job training and support to machine operators where required, including the development of the businesses fundamental capability in this area as required • Assist in the development of KPI measuring tools • Assist in the development of departmental and machining, paint, Countersink, assembly and maintenance KPI's <p>Manufacturing Systems</p> <ul style="list-style-type: none"> • Manage integration with Engineering including Data for Manufacture (DFM), production engineering data and production planning. Ensure the production systems deliver against the customer requirements and ensure visibility of production scheduling is given to the business <p>WHS&E</p> <ul style="list-style-type: none"> • Manage the creation of machine & equipment safety procedures / processes to ensure safe operation of equipment to protect plant, people environment & equipment • Take ownership of the safety concern actions and accident registers, ensuring all reported concerns/actions are closed by due by date • Use designated area for storage of materials and completed

	<p>contract work</p> <ul style="list-style-type: none"> Investigate and report findings of accidents to immediate supervisor and the facility Safety Coordinator <p>Leadership</p> <ul style="list-style-type: none"> Provide leadership and facilitate team work by communicating fully and openly, demonstrating respect for others, being honest and ethical Role model company leadership standards Reflect the company’s dynamic and changing environment through initiative, flexibility and a willingness to embrace change <p>Teamwork</p> <ul style="list-style-type: none"> Communicate fully with honesty, openness and integrity Actively engage with teams throughout the company and support business initiatives and direction Treats 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 and team members <p>Personal Development</p> <ul style="list-style-type: none"> Willingness to develop, learn and implement new skills Willingness to be open to opportunity and diversity within the dynamic of the company’s growth Commitment to undertake training and development as required, in all areas of job responsibilities 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">
<p>KEY INTERACTIONS: <i>Summary of the main contacts of the role and details of the type of interaction involved</i></p>	<p>General Manager Manufacturing Operations – reporting on project progress, achievements and costing; raising of key issues; resource and strategic planning.</p> <p>Industrial Engineer – to ensure the continuous improvement of the maintenance and production systems using statistical data, Lean</p>

	<p>Process tools and planned Kaizen activities.</p> <p>Production Engineering Lead – to ensure a seamless operation between engineering / design and production outcomes.</p> <p>Facilities Manager – as required to support procurement processes and supplier engagement.</p> <p>Chief Operating Officer - reporting on project achievements and costing; strategic planning.</p> <p>Suppliers - engaging equipment and services as required.</p> <p>Customers - Maintaining customer confidence, and delivering on time to the associated business quality targets.</p> <p>Quality Manager - to support maintenance of AS9100 / ISO 9001 requirements, minimisation of manufacturing defects and implementing Root cause analysis.</p> <p>Human Resources - leadership and people management as required, and resources selection and performance management.</p>
<p>PERSONNEL SUPERVISED: <i>Include both direct reports and indirectly supervised</i></p>	<p>Nil</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"> • Specialised training in appropriate fields including NC programming and machining operations • Degree or higher in aerospace and mechanical engineering. or: Recognised apprenticeship and HND qualification plus a minimum of 5 years in senior team leading role in aerospace or automotive environment operating under a recognised QMS and lean manufacturing culture
<p>JOB SPECIFIC SKILLS: <i>Includes practical knowledge within a certain function, industry or area of business/specialty as well as specific technical skills the role may require</i></p>	<ul style="list-style-type: none"> • A minimum of 5 years' CAD/CAM design and engineering experience. • Minimum 10 years experience in aerospace and/or automotive industry experience considered ideal. Defence, manufacturing, industrial design, or marine industries would be considered. • Project management skills to plan, manage and report on programmes and demonstrate delivery of these to agreed time, cost and quality • Knowledge of quality assurance, inspection and production control systems • A practical working knowledge of composites , laminates, resins & associated consumables,

	<ul style="list-style-type: none"> • A Practical Knowledge of processes, Procedures and Documentation • Maintain Process Records to Aerospace industry Standards
MAJOR CHALLENGES: <i>Describe the major challenges or the most difficult types of problems you typically face in performing your job</i>	<p>The company is a fast growing organization establishing itself within a dynamic and rapidly developing environment. Significant change of great magnitude can occur within very short time frames. A capacity to adapt rapidly and competently to these changes when they occur is essential to success in this role.</p>

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE