

**QUICKSTEP TECHNOLOGIES PTY LTD
POSITION DESCRIPTION**

JOB TITLE: <i>Generic title of the level of work</i>	Quality Engineer
POSITION NUMBER:	MC007
REPORTING TO:	Quality 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>	To assist in establishing, implementing and manage all aspects of quality programs and activities, apply quality and expertise to embed a culture of continuous improvement within an aerospace quality manufacturing/production and development facility and work with the management team to ensure Quickstep becomes a globally recognised aerospace supplier of choice. This role will also be required to ensure quality standards are met continuously, constantly reviewing them to confirm they meet the current needs of internal and external clients.
JOB HOLDER RESPONSIBILITIES: <i>Summary of the accountabilities for the role</i>	<p>Quality Assurance</p> <ul style="list-style-type: none"> • Manage all quality related activities <ul style="list-style-type: none"> ○ Review process control plan for compliance and adequacy across the site ○ Manage / Control register of Application for Delegation Approval Stamps ○ Handling day to day quality issues – drive quality issues to root cause, corrective actions and improvement. ○ Involve in problem analysis and problem solving real time to drive corrective actions and verify effective implementation on critical product parameters ○ Track quality performance and drive the quality level to meet yearly objective/goals ○ Implement an effective audit schedule for the JSF projects and report regularly on the status of the Quality Management System ○ Supports Supplier Quality Performance Management and reports status ○ Developing programs to ensure the performance and quality of products conform to established standards and specifications ○ Handling of non-conforming products - coordinate all on hold activities ensure no escapee to customer during quality crises/issues and line purge. Work with production/Engineering for effective evaluation of non-NC product to ensure appropriate disposition ○ Lead improvement programs by supporting innovation and continuous improvement

- Handling of customer complaint
 - prepare 8-D or response to customer and meet customer's turnaround time or response time
 - resolve customer issues through root cause, corrective actions implementation and effective closure
 - drive quality to reduction of complaints from customer to meet yearly objective/goals

- Assist in developing quality goals and improvement plans
 - track quality performance and identify areas for continuous improvement
 - initiate quality improvement plans
 - assist QA Manager to develop yearly quality goals

- Define and develop quality criteria
 - define ongoing quality plan
 - Work with production management and/or customers to define or develop accept/reject criteria for visual inspection or test.
 - Maintain close contact with Engineering, sales/account Management and production to resolve problems concern specifications, design or materials that affect quality

- Documentation and procedure compliance
 - Manage/control of the Quality Management System documentation and data
 - Establish, review and revise quality procedures to ensure issue, relevance and adequacy on periodic basis
 - Responsible for the standardization of processes and procedures across the site
 - Establish training for quality inspectors, technician and supervisors for the related products.
 - Review compliance to the procedures through periodic audit to ensure it meets internal and external requirements

- Data Analysis and statistical Process control
 - Use or apply statistical techniques in data analysis during troubleshooting or problem solving
 - Implement statistical process control for critical process parameters or product parameters – selection of charts, calculation of control limits, SPC rules, triggering rules and reaction guides
 - Devises sampling procedures and designs and develops forms and instructions for recording, evaluating, and reporting quality and reliability data

- Process control and audit
 - Review whole process control system besides product critical parameters to enhance process control and quality issues detection thru quarterly review of process and product or FMEA. Check monitoring parameters triggering system and reaction guides/flow for adequacy and effectiveness
 - Periodically audit process control to ensure compliance and identify opportunity for improvement

- Qualification Activities
 - involve in all qualification activities related to the product – new or change in process, design, materials, tooling etc
 - Establish qualification requirements with production management and related department prior to qualification.
 - Review qualification data to ensure it meets internal and external requirement before granting approval
 - Prepare qualification package for customer if required

- Calibration
 - Manage / Control of the calibration system
 - Supervise technicians to adhere to calibration practices as stated in procedures

- Audits
 - Support all site internal quality auditors to ensure all audits are conducted to QMS certification requirements and timelines
 - Carry out internal and external audits
 - Facilitate third party audits
 - Manage / Control approved supplies by auditing, assessing and approving suppliers Quality Management Systems, also managing supplier Non conformances including trends analysis and the implementation of corrective and preventive measures

- Inspection
 - Support final and in process product inspection processes

- Team Leadership
 - Active involvement in objective setting for area subordinates using; Specific, Measurable, Achievable, Realistic and Time (SMART) objectives for all team members, ensuring the objectives are in line with the business direction
 - Maintain discipline, a safe working environment, and compliance of procedures related to job specifications
 - Identify Risks, Issues and Opportunities and implement

	<p style="text-align: center;">mitigations and or improvement opportunities</p> <ul style="list-style-type: none"> • Team Performance Management <ul style="list-style-type: none"> ○ Work with internal customers and other team leads to manage and prioritize staffing assignments to ensure customer demand ○ Observes the performance of team to ensure compliance with procedures and safety regulations ○ Responsible for safety of those workers in his/her work area via implementation of the safety procedures and policies of the organisation ○ Identify ways to improve the speed or accuracy of verification process. Liaise with training professionals to improve the skills of team members ○ Communicate Company policy and rules to workers effectively ○ First level discussions with individuals in regards to specific areas for improvement (behaviours, attitude, work processes, safety) • Leadership <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 ○ Coaching team members to performance excellence ○ Role model company leadership standards ○ Reflect the company's dynamic and changing environment through initiative, flexibility and a willingness to embrace change
<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"> • Coaching Quality team members to performance excellence • Provide leadership and facilitate teamwork by communicating fully and openly, demonstrating respect for others, being honest and ethical • Ensuring that quality objectives are clearly communicated to the quality team and deliver against these objectives • Drive corrective Actions to mitigate CORRS • 'Cost of scrap rework and repair on budget. RCCA performed to identify issues. CAB items worked on, to put in place preventative action plan and prevent NCRs from reoccurring • Achieve >90% CA effectiveness on scrap items
<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"> • Program Manager • Quality Manager • Quality Inspectors • Manufacturing Leads and team members • Production Engineering team • Other departments as required

PERSONNEL SUPERVISED: <i>Include both direct reports and indirectly supervised</i>	<ul style="list-style-type: none"> Quality Inspectors
FINANCIAL DIMENSIONS: <i>Include any financial dimensions relevant to the role</i>	<p>As per Company's delegation policy</p>
QUALIFICATIONS AND EXPERIENCE: <i>Includes formal tertiary education leading to a degree or diploma acquired at a formal tertiary institution</i>	<ul style="list-style-type: none"> Appropriate Quality qualification A minimum 2 years post qualification ideally in an aerospace, manufacturing and / or defence related industries. Experience and understanding of Lean Manufacturing concepts also an added advantage
JOB SPECIFIC SKILLS: <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>Knowledge:</p> <ul style="list-style-type: none"> Manufacturing and quality control Lean manufacturing / six sigma Statistical techniques and its application ISO or quality system FMEA, 8-D problem solving, Gage capability study Project management <p>Skills:</p> <ul style="list-style-type: none"> Good communication skills – spoken and written Auditing skills Interpersonal skills Presentation skills Analytical skills <p>Personal attributes:</p> <ul style="list-style-type: none"> Hard working / flexible Willing to take feedback and learn Have courage to speak up Positive thinking Teamwork
MAJOR CHALLENGES <i>Describe the major challenges or the most difficult types of problems typically faced in performing this role</i>	<p>The Quickstep Group is fast growing and operating within a dynamic and rapidly developing environment. Significant change of great magnitude will occur within very short time frames and it is essential that the quality assurance function of the Group supports this development.</p>

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE