

**QUICKSTEP TECHNOLOGIES PTY LTD
POSITION DESCRIPTION**

JOB TITLE: <i>Generic title of the level of work</i>	<i>Tooling Specialist</i>
POSITION NUMBER:	MJ013
REPORTING TO:	Tooling Lead
LOCATION: <i>Physical location of the role</i>	Quickstep Technologies, Bankstown, Sydney, New South Wales
JOB PURPOSE: <i>Summary of what the job delivers</i>	To manage all aspects of the manufacturing tooling for all Quickstep programs
JOB HOLDER RESPONSIBILITIES: <i>Summary of the accountabilities for the role</i>	<ul style="list-style-type: none"> • Manage all production tooling to comply with requirements and specifications for receipt and ongoing control • Identify tooling and handling equipment required and provide design solutions, quote, manage, plan and implementation of Shop Aids. • Interpret and implement customer specifications and requirements across all released tooling. • Create documentation to support all tooling usage, maintenance, modification, currency control and related activities. • Establish tool periodic inspection processes. Document, file, complete and maintain currency control as per procedural requirements. • Manage tool repair and maintenance including packaging and shipping to approved tooling houses. • Participate in internal quality audits as required. Support the customer FAR compliance audit process (Federal Acquisition Regulation). • Support tooling input into company bid processes. • Manage tool configuration by supporting, reviewing and implementing changes. • Support manufacturing operations by identifying and implementing continuous improvements. • Create tool planning and visual instructions. • Measure and inspect tooling using laser tracker equipment to conform tooling and aid repair and maintenance. • Liaise with facilities to manage work permits for tooling contractors when required. • Work in accordance with processes and procedures identified in the company quality management system , lead

and implement tooling procedure reviews and changes in line with customer requirements

- Have a sound understanding and practice of CATIA V5 model interrogation and basic drafting skills.
- Understand basics of project management including knowledge in MS Project, Excel, Word, PowerPoint and work as part of project teams to achieve agreed deliverables.
- Undertake job specific training as required by the company.
- Participate and support root cause and corrective action activities.

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 contractors 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.
- Hands on approach as required.

Personal Development

- Willingness to learn new skills
- Commit 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"> • Achieve and maintain incident free safe tooling maintenance status for all tooling and related activities. • Maintain configuration control of tooling to engineering and customer requirements, including ensuring compliance with periodic inspection reports from CMM or Laser Tracker data or rectifying non-conformances internally or externally to support production needs. • Evidence of mitigation plans for achieving full currency control of tooling used in production, including tool modifications, to internal or customer requirements. • Demonstrate a hands on approach to problem solving to assist in tooling support for production requirements. • Develop and maintain KPI metrics to provide management the visibility of current status of all tooling and related activities. • Demonstrate preventative maintenance strategies to ensure optimum tooling usage with nil or negligible impact to production schedules. • Demonstrate collaborative, leadership and followership behaviour with cross-functional teams to assist in the achievement of common goals
<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"> • Tooling Lead - day to day reporting on task progress. • Operations Manager - Production support. • Larger Quickstep team - Liaison with broader engineering, procurement and quality team. Input to technical reviews and liaison to support FAI with quality team. • Customers - Liaison regarding technical requirements
<p>PERSONNEL SUPERVISED: <i>Include both direct reports and indirectly supervised</i></p>	<ul style="list-style-type: none"> • Provide cross training within engineering team • Provide input to MANOPS training needs
<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"> • Minimum a recognised Apprenticeship and/or Higher Education or Technical College certificate/qualification in Aerospace, Automotive or Mechanical Engineering • Other engineering related disciplines would be considered • Forklift license (or ability to obtain)
<p>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>	<ul style="list-style-type: none"> • Experience of Aerospace Tooling with products made from composite materials • Experience of jig and tool design and assembly methodology • CATIA V5 experience in modelling and drafting • Familiarity with Geometric Dimensioning and Tolerances • Knowledge of auditing and ISO/AS9100 • Aerospace industry experience would be ideal, defence, manufacturing, industrial design, automotive or marine industries will also be considered

MAJOR CHALLENGES:
Describe the major challenges or the most difficult types of problems typically faced in performing this role

Quickstep Technologies is a fast growing organisation establishing itself within an international arena in which quality is paramount. A desire to work in this dynamic and challenging environment as part of a highly motivated team is vital to success in this role.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE