

JOB DESCRIPTION

Job title:	Drawing Office Manager
Function/department:	Engineering – Delivery Team
Responsible to:	Head of Engineering Operations

Introduction

Pragmatic, cost effective solutions, always. At Aquila Nuclear Engineering we always strive to achieve the best solution possible, at a cost-effective price.

Aquila Nuclear Engineering is a medium-sized engineering company that delivers mission-critical engineering to Europe's nuclear and healthcare industries. Specialising in nuclear engineering: shielding, containment, remote handling, and packaging, we put safety first and harness fresh thinking on every project. Together, we're shaping the future of nuclear engineering. Our vision is to be the company of choice for customers and competitors, and our mission is to be the most respected and fulfilling nuclear company to work for in the UK.

Aquila Nuclear Engineering is an equal opportunity employer. No job applicant or employee shall receive less favourable treatment because of their gender, marital or civil partnership status, sexual orientation, colour, race, ethnic origin, religion, disability, or age.

Job Summary/Purpose and Role

To provide the coordination of the Engineering Function support activities, including the management of all aspects of engineering technical and information systems. Working directly under the supervision of the Head of Engineering Operations; responsible for overseeing and maintaining a dynamic knowledge base of technical solutions to ensure that the engineering infrastructure is as efficient and productive as possible.

Key Working Relationships

- Engineering and Projects Director, Head of Engineering Operations, Engineering Manager, Principal Engineers.
- Project Managers/Engineers, Design Engineers.
- Support functions – Finance, HR, H&S

Professional Development

You should pursue a programme of continuous professional development in accordance with any relevant professional registration or statutory requirements, while maintaining appropriate awareness of service provider requirements.

Values

You should adhere to Aquila Nuclear Engineering Values: “**Elite**” & “**Ethical**”. The Company operates a strict Code of Conduct and Ethics that ensures the proper conduct of our day-to-day business.

Main Duties and Responsibilities

- To manage the engineering function information and technology services, including help desk support, training and development of Engineering and Projects teams.
- To provide management of the current Solidworks installation or any future installation i.e. Autodesk Inventor® CAD, to ensure it is kept up to date and optimized for the business, working with the CAD re-sellers accordingly.
- To provide constant review of the Solidworks and PDM to ensure it is optimised and supports the requirements of the Aquila Integrated Management System.
- To determine and implement specific technical needs and priorities of the engineering function to support design / CAD activities in the delivery of projects.
- To manage / coordinate the continued improvement of the information and technology systems, implementing new software and technologies, and educating engineering and project teams on the use of software and hardware.
- To provide the input into the expansion/development of engineering support capabilities necessary to support the continued growth and development of Aquila.
- To provide input into business development of information and technology systems, including generation of business cases and system specifications.
- To provide Line management of the Support Engineers (Draughtspersons, Commercial Team Engineers, Technical Authors).
- To be a design and draughting asset when required in support of engineering and project delivery.
- To manage the configuration and control of the drawing database and templates.
- To administer the standard operating procedures for consistent information and technology systems techniques and rules across the engineering department.
- To act as the engineering local network user representative when requesting services from the Aquila IT Network provider.
- To assist in general clerical and administrative duties to ensure the smooth running of the Engineering Department.
- To carry out any other job duties commensurate with the accountabilities of the post.
- To understanding of GDPR/data protection legislation procedures and requirements in a highly regulated environment.
- To support business change, via effective change management processes in the context of Aquila Nuclear Engineering fast-paced regulatory environment.
- To be responsible for your own workplace safety. To demonstrate commitment to health and safety; ensure all statutory obligations are met and the safety of staff, clients and visitors are in line with the UK and European standards.

Person Specification

Criteria	Essential	Desirable
Eligibility		
Current valid right to work in the UK	X	
A good standard of written and spoken English language	X	
Qualification		
<i>(Low: Limited, Medium: Significant, High: Extensive - Knowledge & Experience)</i>		
Solidworks certifications: PDM Administrator Professional (CPAP)	High	
Solidworks certifications Mechanical Design (CSWE– Mechanical Design)	High	
Autodesk Inventor® CAD		Medium
HNC/HND Engineering Discipline (Mechanical)	Medium	
Engineering Degree (BEng / MSc)	Medium	
Professional Registration (EngTech/IEng/Ceng)		Medium
Nuclear experience / highly regulate industry		Medium
Security Cleared (DV/SC)		Low
Competencies / Knowledge and Experience		
<i>(Low: Limited, Medium: Significant, High: Extensive - Knowledge & Experience)</i>		
Leadership & Management:		
Leadership and management of multi-discipline teams		Low
Knowledge of engineering delivery process	Medium	
Knowledge of Project Management (time, cost & quality)	Medium	
Sub-contractor management	Medium	
Management of change control	Medium	
Learning from experience and continuous improvement	Medium	
Technical lead on specific projects	Low	
Line Management	Medium	
Recruitment		Low
Engineering career development		Low
Engineering resource management	Medium	
Stakeholder (client) management	Medium	
Performance Management	Low	



Communication	Medium	
Commercial:		
NEC contract or similar experience		Low
Technical support to bid process		Low
Technical support to commercial department		Low
Design:		
Engineering design management	Low	
Concept, scheme, and detail design engineering	Medium	
2D / 3D CAD Design (SolidWorks or similar)	High	
Design for manufacturing	Medium	
Managing / participating in design reviews	Medium	
Technical document (control, configuration & issue)	High	
Technical reporting (internal & external)	High	
Analytical, mathematical, and engineering calculations ability		
Knowledge of standards and regulations	Medium	
Problem solving	Medium	
Inspection and testing		Low
Substantiation & validation of engineering design		Low
Draughting	Medium	
Equality and Diversity		
An understanding of and commitment to equality and opportunity and good working relationships, both in terms of day-to-day working practices and management systems.	X	
Compliance with internal policies and procedures	X	

Note: This role may require a security clearance, and employment offers will depend on obtaining the relevant level of clearance.

Job description agreed with the post holder:

Employee name:

Date:

Manager's name:

Date: