

## Job Description

<b>Name &amp; Job Title:</b>  <b>Project Engineer</b>	<b>Department:</b>  <i>Technical</i>	<b>Location:</b>  <i>Edinburgh</i>	<b>Date:</b>  <i>Aug 2017</i>
<b>Reporting to: Technical Director</b>			
<b>Overall purpose of Job:</b>  The Technical Department is responsible for the design, implementation and delivery of a large range of CAPEX projects across all NBD sites. This role will predominately focus on project management from award of contract through installation, testing, commissioning and handover. On occasion the incumbent may be required to run projects from the initial design concept through to completion.			
<b>Main Responsibilities:</b> <ul style="list-style-type: none"> <li>• Implementation of CAPEX projects.</li> <li>• Installation of projects to relevant HSE legislation.</li> <li>• Planning project implementation within a production environment</li> <li>• Management, co-ordination and control of Contractors.</li> <li>• Risk Assessments and Method Statements review and preparation of Permits to Work.</li> <li>• Develop techniques for assessment and monitoring of CAPEX contracts and contractors.</li> </ul>			
<b>Knowledge and Skills</b> <ul style="list-style-type: none"> <li>• Experienced Mechanical Engineer.</li> <li>• Excellent knowledge of HSE legislation relating to construction and commissioning of projects with particular emphasis on CDM regulations.</li> <li>• “Hands On” approach to project delivery with the emphasis on installation and commissioning.</li> <li>• Good leadership and interpersonal skills with the ability to work closely with external Contractors to ensure all installation work is properly planned and coordinated.</li> <li>• A can do positive attitude with the desire to expand their skill set, keen to take on new challenges to improve the delivery of CAPEX projects.</li> </ul> <p>The role sits within the Technical Team and reports to the Technical Director. This department leads Capital Projects and Technical Improvement activity for the business. The incumbent will work closely with other members of this department, in addition to members of the Production and Engineering departments.</p>			
<b>Key Results Areas:</b>	<b>Description of key tasks involved:</b>		
<b>Safe Working Environment</b>	Ensuring the safe implementation of projects is paramount towards sustaining a safe working environment. The Project Engineer will be responsible for carrying out all projects to the latest HS&E standards and legislation.		
<b>Working Together</b>	Implementing a wide range of projects within a 24/7 production environment requires the Project Engineer to work closely with the Production, Engineering, Safety and Environmental Teams.		
<b>Continuous Improvement</b>	Project implementation, delivery and handover will be reviewed and optimised. Key areas for focus will be: <ul style="list-style-type: none"> <li>• Factory / Site / Performance Acceptance Tests</li> <li>• Documentation, Training and Handover.</li> </ul>		
<b>Customer Satisfaction</b>	Safe, efficient delivery of CAPEX projects, on budget and on time, are the metrics for Customer Service. The Project Engineer will be responsible for: <ul style="list-style-type: none"> <li>• Ensuring efficient and effective performance by strong interpersonal relationships with stakeholders, internal customers and third parties.</li> <li>• Producing reports to measure and track meaningful and appropriate Key Performance Indicators.</li> </ul>		
<b>Excellence Through Quality</b>	Sound technical knowledge, contract management skills and budget control are essential to delivering excellence in the Technical Department. The Project Engineer will be responsible for: <ul style="list-style-type: none"> <li>• Ensuring equipment and install specifications are strictly adhered to.</li> <li>• Projects are kept on track through regular progress monitoring and reporting.</li> <li>• Control of budget using best commercial practices.</li> </ul>		