

# York EMC Services Job Description

**Document Issue Number:** FOUR      **Last reviewed:** September 2015

**Job title:** Senior Engineer  
Consultancy and Research Department.

**Primary Location:** York/Castleford

**Summary of function:** To provide Consultancy and Research

**Reports to:** Consultancy Manager

**Main duties (this is not an exhaustive list):**

To perform consultancy based either at YES or a customer site around the world  
To perform research projects either within the company or with collaborating organisations  
To support to the activities of the test laboratories as required  
To prepare & present material for industrial workshops, seminars and conferences.  
To represent YES at meetings with customers, at YES or elsewhere around the world  
To provide input to additional or special projects  
To liaise with customers as required  
To manage and advise upon the design of documentation templates and specialised reporting formats  
To manage complex enquiries, quotes, proposals and tenders as necessary in a timely manner  
To provide project management and coordination of the whole approvals process including test and measurements to back up consultancy contracts  
To provide modelling to back up test and measurements for consultancy contracts  
To project manage consultancy and research projects  
To provide technical leadership of relevant training courses  
To provide technical support and assistance to Engineers  
To provide technical support to other departments  
To perform any other duties which may reasonably be expected of the postholder  
To ensure that he/she obtains and maintains the requisite competences to perform his/her duties (eg technical, PTS etc) and carries out his/her duties in accordance with all YES policies, procedures and processes, including, but not limited to, the Health & Safety at Work Act (1974)

**Reporting staff:** None

**Desired experience:** > 3 years related experience

**Desired qualifications:** Level 7 National Qualifications Framework (NQF) related qualification (eg MSc/MEng/MPhys)  
MIET

<b>Senior Engineer, Consultancy &amp; Research - Person specification</b>		
<b>KNOWLEDGE</b>		
Level 7 National Qualifications Framework (NQF) related qualification (eg MSc/MEng/MPhys)		ESS
Strong knowledge of IT		ESS
Technical knowledge of YES key markets		ESS
ISO 9001:2008 or similar documented quality management system		ESS
Chartered Engineer		DES
Institute of Leadership & Management (ILM) Qualification		DES
<b>SKILLS</b>		
Excellent personal organisation skills and time management skills		ESS
Prioritisation skills		ESS
Ability to communicate with technical specialists and non-specialists alike		ESS
Awareness of commercial aspects		ESS
Team and project management skills	Basic	ESS
	Advanced	ESS
Proven track record in managing remote service delivery		ESS
Experience of relevant coding/programming		ESS
Leadership skills	Technical	ESS
	People	DES
Strategic thinker who can also deliver within an SME		DES
Presentation skills		DES
<b>BEHAVIOURS</b>		
Being responsible for their actions and taking proactive ownership of projects		ESS
Actively working in, and communicating with, a small team		ESS
Demonstrating reliability, flexibility and enthusiasm		ESS
Being willing to travel to visit clients within UK/abroad (occasionally)		ESS

# York EMC Services Job Description

**Document Issue Number:** FIVE      **Last reviewed:** September 2015

**Job title:** Engineer  
Consultancy and Research Department.

**Primary Location:** York/Castleford

**Summary of function:** To provide Consultancy and Research

**Reports to:** Consultancy Manager

**Main duties (this is not an exhaustive list):**

To perform consultancy based either at YES or a customer site around the world  
To perform research projects either within the company or with collaborating organisations  
To support to the activities of the test laboratories as required  
To prepare & present material for industrial workshops, seminars and conferences.  
To represent YES at meetings with customers, at YES or elsewhere around the world  
To provide input to additional or special projects  
To liaise with customers as required  
To manage straightforward enquiries, quotes, proposals and tenders as necessary in a timely manner  
To input to the design of documentation templates and specialised reporting formats  
To perform any other duties which may reasonably be expected of the postholder  
To ensure that he/she obtains and maintains the requisite competences to perform his/her duties (eg technical, PTS etc) and carries out his/her duties in accordance with all YES policies, procedures and processes, including, but not limited to, the Health & Safety at Work Act (1974)

**Reporting staff:** None

**Desired experience:** > 1 years related experience

**Desired qualifications:** Level 6 National Qualifications Framework (NQF) related qualification (eg BSc/BEng/BPhys)

<b>Engineer, Consultancy &amp; Research - Person specification</b>		
<b>KNOWLEDGE</b>		
Level 6 National Qualifications Framework (NQF) related qualification (eg BSc/BEng/BPhys)		ESS
Strong knowledge of IT		ESS
Level 7 National Qualifications Framework (NQF) related qualification (eg MSc/MEng/MPhys)		DES
Technical knowledge of YES key markets		DES
ISO 9001:2008 or similar documented quality management system		DES
Chartered Engineer		DES
Institute of Leadership & Management (ILM) Qualification		DES
<b>SKILLS</b>		
Excellent personal organisation skills and time management skills		ESS
Prioritisation skills		ESS
Ability to communicate with technical specialists and non-specialists alike		ESS
Awareness of commercial aspects		ESS
Team and project management skills	Basic	ESS
	Advanced	DES
Proven track record in managing remote service delivery		DES
Experience of relevant coding/programming		DES
Leadership skills	Technical	DES
	People	DES
Strategic thinker who can also deliver within an SME		DES
Presentation skills		DES
<b>BEHAVIOURS</b>		
Being responsible for their actions and taking proactive ownership of projects		ESS
Actively working in, and communicating with, a small team		ESS
Demonstrating reliability, flexibility and enthusiasm		ESS
Being willing to travel to visit clients within UK/abroad (occasionally)		ESS