

# York EMC Services Job Description

**Document Issue Number:** THREE                      **Last Reviewed:** June 2016

**Job title:** Test Engineer

**Primary Location:** YES operated laboratories

**Summary of function:** To provide testing and consultancy for external Customers

**Reports to:** Laboratory Business Manager

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

- To carry out testing for customers within the YES laboratories
- To carry out and supervise testing for customers at their premises
- To produce test reports and test certificates
- To assist the development of customer relationships
- To perform calibration, validation and verification work as required
- To assist with the delivery of the company's CPD activities where appropriate
- To achieve and maintain the relevant competence audits (Level B)
- To supervise testing carried out by Test Technicians and Test Engineers where appropriate
- To provide detailed design advice and potential solutions for customers
- To generate test plans which reflect customer requirements
- To perform test development work under the supervision of the Technical Manager
- To manage/produce/advise on the production of TDs and NB reports (where appropriate)
- 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:** Nil

**Desired experience:** 2 years in an engineering environment

# York EMC Services Job Description

<b>Test Engineer - Person specification</b>		
<b>KNOWLEDGE</b>		
National Qualifications Framework (NQF) related qualification		Level 6
Strong knowledge of relevant IT		ESS
Technical knowledge of YES key markets		DES
ISO 17025 or similar documented quality management system		DES
Chartered Status		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
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