

Job Description

Job Title: Graduate Process Engineer
Reports to: Engineering Manager (and Managing Director acting as Mentor)
Location: West Bromwich

SUMMARY

The Graduate Process Engineer role will combine responsibilities and duties for delivery of process design, sales and technical support and commissioning services gaining fast track experience while undertaking training and development over a short term period (approximately 6 to 12 months) to progress to a Process Engineer role on successful completion of the development period.

MAIN DUTIES AND RESPONSIBILITIES

Support to the Proposals and Sales teams (principally) and to the Projects, Aftermarket and Installations teams to secure new business and support projects delivery, comprising of activities below:

1. Work to the Company's health and safety, quality and environmental management systems and complying with all guidances, procedures & processes
2. Review tender / contract documents' specifications to determine the design basis and equipment / process design and selection. Close support and working with the Proposals team.
3. Review all design work and the design for equipment / process in accordance with design procedures. Prepare the design risk schedule
4. Work closely with business Partners to support personal and business development and build effective, constructive relationships
5. Process and technical support to Aftermarket proposals activities
6. Support to sales activities, such as pre-qualifications, presentations and meetings
7. Support to Projects and Installations teams on contract delivery, customer training, commissioning and troubleshooting
8. Communicating promptly with internal teams, customers, Partners, suppliers and other stakeholders on any sales, proposal or contract
9. Other varied duties may be assigned as required

OTHER DUTIES AND RESPONSIBILITIES

Support to the Projects teams to secure new business and deliver projects, comprising of activities below:

1. Comply with all company procedures and authorisations when committing the company to agreements
2. Represent the Company in a professional manner at all times
3. Set up schedules for the timely submission and completion of all process, technical and engineering data and information
4. Support the production of O&M manuals and training material
5. Attend contractual meetings with the customer as necessary, both in the UK and Ireland if required

6. Report any recurring equipment or process warranty / performance problems and where necessary produce reports for submission to the Technical department.

TRAINING, EXPERIENCE & DEVELOPMENT RESPONSIBILITIES

Schedule the personal development plan with the Line Manager and Mentor to gain the knowledge and understanding required to progress to the Process Engineer role by suitable training and experience.

Schedule monthly reviews to demonstrate progress against the personal development plan

LEADERSHIP/SUPERVISORY RESPONSIBILITIES

Support to internal company teams and to customers and close liaison with Partners to secure new business, deliver projects and develop the overall business, comprising of activities below. Exhibit leadership qualities in assessing process / equipment design risk and opportunity review and scheduling.

Self-starter attitude and behaviour to personal development and delivery of job responsibilities

EDUCATION, TRAINING AND EXPERIENCE

Degree, 2.1 or above, in Chemical or Mechanical Engineering or similar

Preferably, minimum of 1 year's work experience or placement in a design role within an engineering environment

Health & safety knowledge through training

COMMUNICATION SKILLS

Ability to read, analyse, and interpret complex industry related documents.

Ability to respond effectively to high level technical and commercial issues.

Ability to prepare and communicate status reports on complex matters

Ability to present work reports and proposals to an experienced audience

INDEPENDENT JUDGMENT, DECISION MAKING & PROBLEM SOLVING:

Ability to make decisions requiring the use of several variables in complex situations

OTHER SKILLS AND ABILITIES

- **Computer Skills:** Higher proficiency in Teams, Word, Excel, Project, other MS Office programs. Ability to rapidly use the Company's IT systems (eg network + email) and ERP systems.
- **Mathematical Skills:** Higher ability to apply advanced mathematical equations to a variety of complex, non-standard situations.
- **Travel:** Travel in the UK, Ireland and Europe will be required to fulfil the role.
- **Overnight:** You may be required to stay away from home on occasions
- **Other:**
 - Ability to read and understand specification, fabrication, erection, and standard engineering drawings and do so over several subjects over same time periods
 - Rapid build of knowledge of clean and wastewater treatment processes, infrastructure and equipment
 - Adapt to work within a multi-disciplined team.



- CAD experience.
- Develop key skills, knowledge and understanding of Commercial Terms & Conditions and Contract law
- Valid Full UK driving license
- Valid Passport

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities at:

Jacopa office, workshop and yard premises
Supply chain and Partner premises
Operational and construction sites within the water industry

Date Prepared	August 2022
Approved by Line Manager	Date
Signed by Employee	Date