

Requisition Number:

Job Description

Horiba-MIRA is a world-class, independent engineering consultancy, operating in multiple locations around the world, to support vehicle manufacturers and their supply chain with cutting-edge engineering and testing expertise .

We offer full-system design, test and integration expertise to automotive, defence, rail and transport industries and also specialise in developing low carbon and autonomous and co-operative driving technologies.

At our headquarters in the Midlands, we have access to one of the most comprehensive vehicle proving grounds which boasts 93km of test tracks and over 35 world-class test facilities and laboratories. Our facilities, combined with the engineering expertise of our 600 strong team makes MIRA Technology Park Europe 's number one location for transport sector R&D.

Title of Job:	EMC Facility Engineer		
Department:	0452 (EMC)		
Grade:	Engineer (4N)		
Date Required:	ASAP		
Salary Range:	Up to £44k (dependant on relevant experience)		
Number Required:	1		
Location:	Nuneaton		
Reason for Vacancy:	Leaver		
Contract Type:	Permanent:	Yes	Contractor: No
Responsible To:	Delivery Team Leader		
Subordinates:	None		

Main Purpose of Job
As the successful candidate you will be responsible for supporting central EMC operations and providing technical expertise in test facilities alongside the EMC delivery teams. You will ensure projects are delivered to schedule, budget and HORIBA-MIRA quality standards.

Key Functions

Key Responsibilities will include, but are not limited to:

- Forward planning of resource, test libraries, facility capability and equipment (in conjunction with the Technical Project Manager).
- Test plan reviews prior to project work commencing (in conjunction with the Technical Project Manager).
- Report template / logbook completion (equipment / photography / data) to aid efficient delivery of test reports.
- Project delivery in accordance with relevant test procedures.
- Audits - 2 minimum per month spread evenly across the team, filed on the Competency Database including follow up and closure on actions.
- Ensure all necessary project notes are documented within database systems.
- Ensure all customer inductions are completed and filed accordingly.
- Generate delivery KPIs via applicable systems and ensure accurate facility utilisation / timesheets are submitted.
- Ensure Risk Assessments are understood and signed by test personnel ahead of test (in conjunction with the Technical Project Manager).
- CAN channel (and database) support - liaison with customer / Technical Project Manager to ensure that applicable files are created and stored in advance of the project to aid test efficiencies
- EMC Dept competencies - ensure the test team read and sign off all required procedures (ie test procedures, safe systems of work, risk assessments etc via the Competency Matrix)
- Housekeeping / tool retention - ensure that test facilities and control rooms are kept at an optimum standard to aid efficiencies and customer perception
- Ensure test deviations are raised on system to aid quality assurance
- Supervision of daily tasks / resource allocation where project is funded below normal budget
- Responsible for applicable test library updates (in conjunction with the Technical Project Manager).
- Responsible for facility calibrations, equipment management and ensuring facility maintenance requests are generated. Ensure damaged equipment is reported to the Operations team.
- Deliver expert support to test facility staff as required by the EMC Delivery Team Leaders
- Scheduling of individual and team related tasks to maximise the efficiencies across all test facilities
- Resolution of test or project issues.
- Support flexible working practices where business demands inc. shift cover (to cater for annual leave and adhoc absence within the test team).
- Provide direct bespoke training to members of staff in disciplines where your technical expertise will enhance their skill sets through sharing of tacit knowledge.
- Ensure all training logs / audits are kept updated and filed.
- Test standard competencies - ensure that the test team consistently enter project data to aid with training and assigning appropriate competency levels via the Competency Matrix.

Essential Knowledge and Skills :

- Demonstrate relevant skills with emphasis on EMC technical delivery
- Demonstrate commercial awareness, tasking and accountability, service quality, and timely delivery
- Demonstrate an excellent understanding of the principles behind EMC test specifications and procedures
- Strong analytical, planning, organisational, and time management skills
- Excellent interpersonal communication skills, particularly where technical information must be conveyed
- Self-motivated
- Ability to train others, to enhance their skill sets with your knowledge
- Strong customer-facing communication skills
- Ability to meet aggressive deadlines
- Proficient computer skills, especially Microsoft Office applications

- Ability to function effectively as part of a team
- Ability to maintain discretion and confidentiality
- Understanding of H&S / Risk assessment requirements

Essential Qualifications	Preferred Qualifications
<ul style="list-style-type: none"> • L3 qualification, 5 years relevant experience plus completion of either IET accreditation or successful completion of a HORIBA MIRA portfolio. • Degree in Electrical/Electronic Engineering or related subject 	<ul style="list-style-type: none"> •

Essential Experience	Preferred Experience
<ul style="list-style-type: none"> • Electrical / EMC / RF engineering background • Computer literate • Familiar with use of various test equipment (oscilloscopes, voltmeters, signal generators, RF receivers). • EMC knowledge (5 years minimum) • Excellent communication / interpersonal skills 	<ul style="list-style-type: none"> • Minimum of 5 years EMC/RF test experience • Understanding of EMC test facility configuration • Vehicle electrical architecture / CAN familiarity • Automotive electrical / mechanical background • Health & safety / risk assessment awareness • Shift work

What is the candidate likely to be doing now?

- EMC test technician / engineer at an EMC laboratory
- EMC laboratory supervisor
- EMC hardware design engineer

Other information

- Full driving licence prerequisite
- Military clearance may be required
- Flexible working may be required