

JOB DESCRIPTION

Position:	MECHANICAL DESIGN ENGINEER	
Department:	Sales	
Head of Dept:	Managing Director	
Reporting to:	Managing Director	
Objective	<p>To manage, plan, direct and co-ordinate Industrial & Civil projects to ensure key objectives are accomplished within prescribed timeframe and budget parameters, while fostering product and commercial innovation.</p> <p>To manage, plan and direct all industrial special projects through to delivery.</p>	
Functional Relationships	<p>Internal:</p> <ul style="list-style-type: none"> • Managing Director • Board of Directors • Management Team • Business Development Manager • Sales & customer services • Engineers & Production teams <p>Externally:</p> <ul style="list-style-type: none"> • Suppliers • Customers • Specifiers • Engineering Contractors • Technical draughtspeople 	
Accountabilities	Responsibilities	Outcomes / KPI's
Industrial & Civil Project Management	<p>Responsible for overall project management and delivery of Promax Industrial & Civil and R&D projects within agreed timeframes and budgets.</p> <ul style="list-style-type: none"> • Daily management & accountability for projects, including achieving project milestones • Delivering outcomes that provide commercial benefits to Promax and its project partners • Providing a link between the sales & marketing teams and operations to ensure the integration of activities • Ensuring client sign off and delivering projects to specifications & timelines. • Negotiating contracts with consulting firms and 3rd party provider to perform research studies and development tasks as required 	<ul style="list-style-type: none"> • Delivering budgeted / profit outcomes • Maximise Gross Profit through design & mgmt of costs. • Project reports delivered to management or other stakeholders to meet agreed timeframes

<p>Research and Development</p>	<p>Responsibility for developing R&D projects that link to current market demand or trends, in conjunction with Promax business strategies.</p> <ul style="list-style-type: none"> • Identification of business and research opportunities where the commercial outcomes can be enhanced by some form of research, development or innovation. • Developing or identifying new products to complement the existing range whilst meeting product and pricing parameters • Execute & maintain new product development opportunities using the NPD processes. • Maintaining and monitoring competitive activity of product development within national and global markets • Direct and Co-ordinate R&D activities to ensure projects progress on schedule and within prescribed budgets • Ensuring full documentation of new product specifications • Coordinating and approving of production samples for new product development • Acquiring sign-off on imported and manufactured product • Communicating to the Managing Director, Management Team and Board of Directors on all new product development projects. 	<ul style="list-style-type: none"> • Comprehensive proposals to Management with full analysis, budget, and commercial benefits detailed. • Weekly progress reports • Financial and market viability of new product or innovation is proven before development investment • Activity and revenue budgets achieved for the department
<p>Industrial & Civil Sales Activity, and Brand support</p>	<p>In collaboration with the Business Development Manager and Managing Director develop the market for new products and innovations:</p> <ul style="list-style-type: none"> • Foster and build relationships with Specifiers, industrial and civil engineering groups • Produce drawings and specifications to support proposals to customers • Secure customer endorsements • Negotiate deliverables and timeframes with customers & production. • Negotiate pricing that provides profitable returns to the business • Conduct training sessions with clients, channel partners and distributors. • Develop and provide market and customer-focused sales materials • Convert R&D opportunities into commercial sales revenue 	<ul style="list-style-type: none"> • Growth in Customer database • Growth in repeat business from these customer groups • Growth in revenue from New Products and innovations • New products and innovations are commercially viable and produce or exceed anticipated GP returns

<p>Collaboration with Sales and Marketing Teams internally</p>	<p>Work closely with the sales and marketing team to bring a market-focused approach to product development and differentiation.</p> <ul style="list-style-type: none"> • Identify key product differentiators for the sales team to utilise • Conduct product comparisons • Identify potential new markets • Conduct training sessions with Sales and Customer Services to demonstrate new products and their application • Liaise with internal sales teams regarding marketing information requirements and to solicit customer feedback 	<ul style="list-style-type: none"> • The sales team have the materials and information they require to successfully market new products • Maintain & Enhance Industrial CVP with Sales and Marketing teams.
<p>Internal Improvements and innovations</p>	<ul style="list-style-type: none"> • Identify production efficiency deficits that can be remedied through innovations • Foster the internal drive for continual improvement through practical innovations and interventions on existing production equipment • Oversee engineering human resource allocation to projects and R&M schedules • Review and manage project and product costs against return 	<ul style="list-style-type: none"> • Applies knowledge and resource to continuous improvement at Promax
<p>Communications</p>	<p>Responsible for effectively communicating key project opportunities, timelines, budgets and outcomes with internal and external stakeholders</p> <ul style="list-style-type: none"> • Maintaining effective lines of communication to all staff including the sales and operations teams in regard to product development • Notifying sales and marketing teams of any new product on the market, pricing, composition and position in relation to Promax products • Developing procedures and sign off for any product modifications • Prepare project reports to management, Board, clients and others as required. • Support project staff with technical advice, training and problem resolution • Liaise with funding providers, customer and other project stakeholders 	<ul style="list-style-type: none"> • Collaborative team member who proactively contributes to the business • Reporting and communications are generated to all parties on a timely basis
<p>Growth & Development</p>	<p>You will be responsible for your own professional development, including:</p> <ul style="list-style-type: none"> • Identifying deficits in knowledge or training and actively seeking opportunity for professional development • Attending relevant value-adding courses in consultation with the Managing Director 	<ul style="list-style-type: none"> • Skills are up-to-date and appropriate for the role at all times • Evidence of consistent Process Improvement • Evidence of continual professional development • Demonstrates alignment with Promax values

	<ul style="list-style-type: none"> • Membership of industry-relevant institutes and associations • Contributing to a positive team environment, embracing the Promax Company Values • Taking a proactive approach to process improvement and streamlining practices to maintain efficiency 	
Other Duties	<ul style="list-style-type: none"> • You may be required to perform other duties from time to time in accordance with the needs of the business and as directed by your supervisor or member of the Management team 	<ul style="list-style-type: none"> • Demonstrates flexibility and willingness to go the extra mile to support colleagues and the business

Date: _____

Employee Name: _____ **Signature:** _____

Promax Manager: _____ **Signature:** _____

Job description last updated:	22/3/19
Updated by:	Michelle Blythen – approved by Walter 25/3/19

PROMAX VALUES & BEHAVIOURS



RESTLESS

We are innovative and give customers solutions others can't.

RESPONSIVE

We are customer led, nothing is ever a problem.

FUN

We are enjoyable & a pleasure to deal with.

RELIABLE

We are dependable, we never let people down.

AMBITIOUS

We are leaders, our customers know they are with the best company.



Promax

LIQUID MANAGEMENT SOLUTIONS