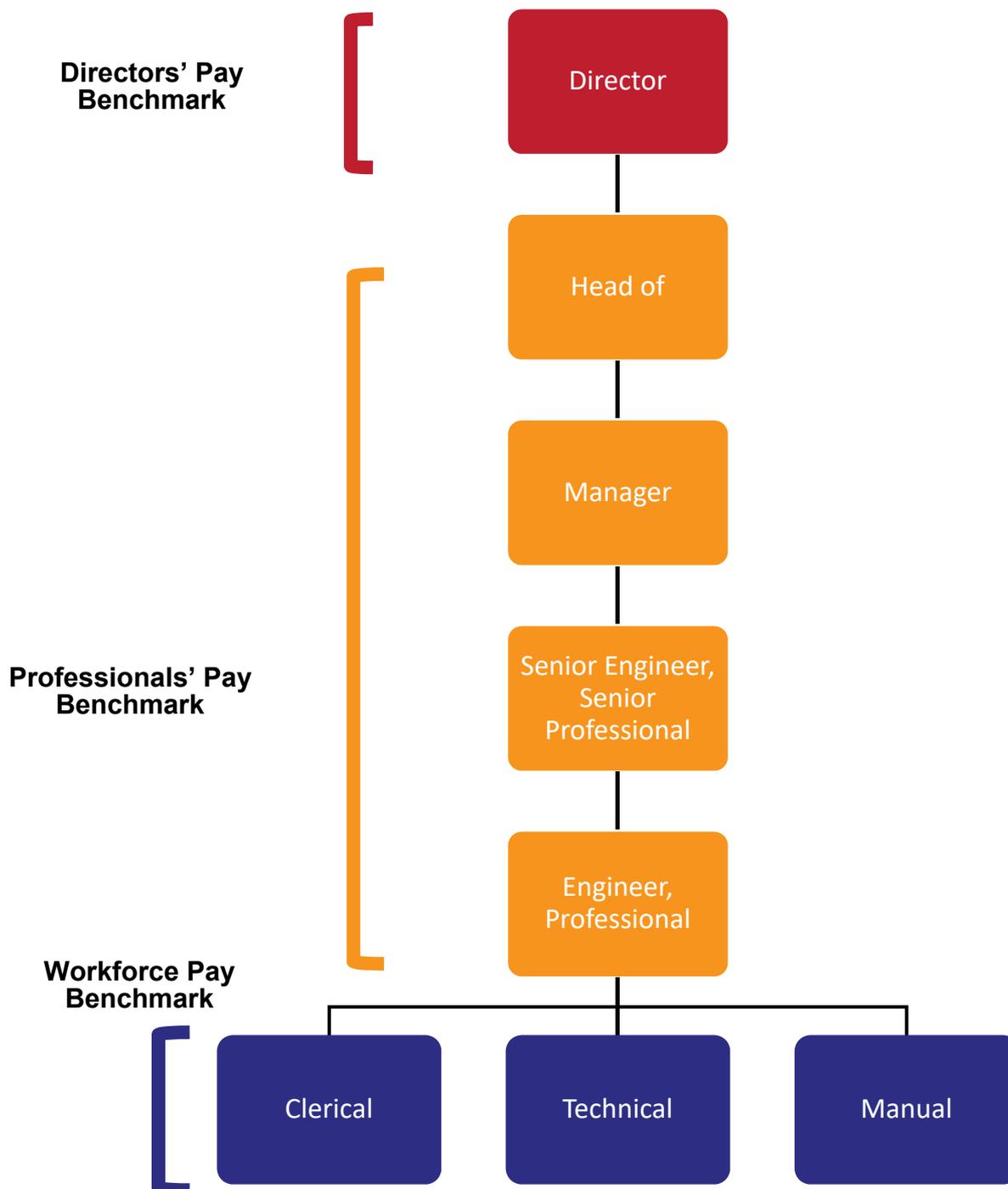


Directors' & Professionals' Pay Benchmark Survey – Instruction Pack

Please read this Instruction Pack thoroughly before completing the Directors' & Professionals' Pay Benchmark Survey questionnaire. Use the organisation chart below to help you decide where your employees fit in the Pay Benchmark surveys.



Return of the Questionnaire

Please return your completed questionnaire by **12 July 2019** to: research@makeuk.org

Alternatively post to: Information & Research team, Make UK, Broadway House, Tothill Street, London, SW1H 9NQ

Section 1: Directors Pay 2019

Please complete this survey for employees based at **your site only**, if you would like to include other sites, please contact us, so that we can advise you on how to include this data in the survey.

Coverage

When completing the survey please include **employees** who spend at least 80% of their time on the job in question. Therefore, if a Director is responsible for more than one function, where possible please allocate them to the most appropriate job category. Please **EXCLUDE** Non-Executive Directors.

Job Code

Please enter the job code for each Director from the job titles shown on page 3.

Numbers Employed

Please state the number employed in each job category.

Basic Salary

Salaries quoted should be the gross BASIC annual salary (before the deduction of tax, National Insurance and pension contributions) and should **EXCLUDE**: overtime, shift payments and standby/call out payments. The current basic salary (i.e. as of June-July 2019) should be noted. If more than one person is employed in any job category, please provide each INDIVIDUAL salary (unless they have identical salaries and benefits).

Bonuses

Please provide details of the **ANNUAL** bonus payments (gross amount or % of basic salary). This should be the last **ACTUAL** bonus received for each director in the last calendar year (or previous 12 months) rather than the maximum bonus entitlement. If no bonus has been paid please enter "N" in the box provided. Annual bonuses can include:

- Profit sharing
- Company or individual performance related pay

Note: Commission payments – for employees that receive regular commission payments, please provide the value of these for the last 12 months.

Benefits

Please provide details of the following benefits that apply to each individual:

Life Assurance – Please indicate whether or not the Director receives this benefit. If yes, please state the number of times salary that is provided.

Pensions – Please indicate which of the following types of pension scheme is provided for each Director - **however only list** where contributions **exceed** the minimum employer auto-enrolment obligations applicable to the specific Pension Scheme:

- Defined Benefit Pension (Final Salary),
- Defined Contribution Pension (Money Purchase),
- If another type of scheme is provided please state as 'Other' and please specify.

Please also indicate the **maximum employer contribution** for each director (as a percentage of pensionable pay) as well as the **minimum employee contribution** each director can make to the scheme.

Permanent Health/Medical Insurance – Please indicate whether or not the Director receives this benefit.

Private Health Insurance – Please indicate whether or not the Director receives 'free' (i.e. 100% funded by the company) private health insurance. If yes, please indicate if this benefit is also provided 'free' (100% funded by the company) for the Director's spouse and or children.

Company Car/Cash Allowance – Please indicate (by ticking as applicable) whether or not the Director receives one of the following:

- Company Car: where the Director receives a company car that has been purchased outright by the company
- Leased Car: where the Director receives a company car that is leased from a third party fleet provider
- Cash Allowance: where the Director receives a cash allowance in place of a company car

If they are not entitled to any of the above please state 'N/A'. In addition, please include either the list price/value of the company car entitlement, the monthly lease value or the amount of cash allowance provided. If providing details of cash allowance, please state this as an annual amount.

Share Ownership Scheme – Please indicate whether or not the Director receives this benefit.

Service Related Holiday – Please indicate whether or not the Director receives this benefit.

Directors' Job Titles

Job Title	Job Code	Job Title	Job Code
Chief Executive/Managing Director	D01	Operations Director	D08
Commercial Director	D02	Production / Manufacturing Director	D09
Engineering Director	D03	Project Director	D13
Finance Director	D04	Purchasing Director	D10
Human Resources Director	D05	Sales Director	D11
IT Director	D06	Sales & Marketing Director	D12
Marketing Director	D07		

Directors' Job Descriptions

D01 Chief Executive/Managing Director

The Managing Director/Chief Executive is the principal role within the company and they are in charge of the operational and strategic management on a day to day basis. Responsibilities include ensuring agreed targets and standards are met and accountability for the overall profit and loss of the business. This includes Operations, Sales, Marketing, staffing and overseeing other Directors and Managers who report to them.

Suggested qualifications: Educated to degree level with appropriate business qualifications with a number of years general or operations management experience at a senior level.

D02 Commercial Director

Responsible for all commercial activity, including pricing strategies, identifying new markets and revenue streams, while balancing risks and liabilities with potential profitability. Develops and maintains major account relationships and networking contacts, continually improving operating profitability and implementing short and long term strategy to deliver commercial objectives to maximise prospective growth.

Suggested qualifications: Educated to degree level with considerable sales or marketing experience and is likely to have additional professional qualifications (CIM, ICM).

D03 Engineering Director

Responsible for the technical direction and expertise for all engineering projects, while establishing and maintaining cost effective engineering processes and systems for design and product safety, to maximise efficiency and performance. Manages engineering costs and delivery, ensuring all deliverables are achieved on time. Identifies and introduces new technologies to raise technical methods and standards for future strategy.

Suggested qualifications: Educated to degree level and has extensive experience managing an engineering function. Likely to have additional appropriate professional qualifications.

D04 Finance Director

Provides financial input into business decision making and offers effective commercial advice, whilst responsible for all administration such as tax and insurance requirements. Responsible for the day-to-day management of the finance function and prepares financial reports, forecasts and budgets.

Suggested qualifications: Educated to degree level and qualified accountant (CIMA, ACCA, CIPFA), with extensive experience heading a finance team.

D05 HR Director

Responsible for directing the HR activity and ensuring that the company complies with corporate directions and legal requirements. This includes recruitment, staffing, training, organisational planning, performance management, personal development, policy documentation and all other aspects of employee relations and communication.

Suggested qualifications: Educated to degree level with extensive experience managing a personnel office and likely to have professional qualifications (CIPD).

D06 IT Director

Responsible for the development, direction and delivery of the IT budget and strategy, ensuring that projects are delivered on schedule, and meet the agreed objectives and business needs. Has overall responsibility for all IT and technical support, delivering maximum system up time and ensures effective selection and delivery of new systems and hardware.

Suggested qualifications: Educated to degree level with experience of managing an IT function and is likely to have additional appropriate professional qualifications.

D07 Marketing Director

Formulates strategic marketing plans, including advertising, public relations and internal/external communications for the successful promotion of the business. Ensures that all communication is clear and consistent. Has overall responsibility for marketing budgets and develops and improves brand strength and market position.

Suggested qualifications: Educated to degree level with extensive marketing management experience and is likely to have professional qualifications (CIM).

D08 Operations Director

Plans, develops and implements strategy for operational management to meet agreed organisational performance plans within agreed budgets and timescales. Ensures all departments have the necessary resources to ensure all processes run to deadlines and that appropriate systems are in place to measure performance and management. Maximises profits, manages and drives cost efficiencies across the business.

Suggested qualifications: Educated to degree level and has extensive experience managing an engineering or operations function. Is likely to have additional professional qualifications.

D09 Production/Manufacturing Director

Plans and implements strategy for production and manufacturing. Ensuring all budgets are adhered to, schedules and deadlines in the production and manufacturing process met and all customer needs fulfilled, while maintaining the quality of the product.

Suggested qualifications: Educated to degree level and has extensive experience in production or manufacturing and experience in a management role. Is likely to have additional professional qualifications.

D13 Project Director

Reporting to the Head of Operations or Managing Director the Project Director has overall responsibility for the smooth operation of projects, ensuring that delivery is met and all set objectives are achieved. Ensures there is an interface between business needs and project delivery, overseeing managers and providing leadership whilst also looking after external client relationships.

Suggested qualifications: Educated to a degree or possibly masters level with extensive experience managing/directing projects within an engineering or manufacturing function and is likely to have other professional qualifications.

D10 Purchasing Director

Responsible for policy and planning of all purchasing and supply chain function, maximising all department resources, whilst ensuring all budgets are adhered to and all delivery of materials are on time. Negotiates and optimises payment terms and conditions with suppliers.

Suggested qualifications: Educated to degree level with extensive purchasing or supply experience and is likely to have additional professional qualifications (CIPS).

D11 Sales Director

Responsible for the management of all sales activities and new business development plans and drives forward profitability of the business. Looks after relationships with existing customers and investigates business growth potential, maximising sales opportunities. Involved in commercial and contractual negotiations and manages sales department to ensure all budgets and targets are met.

Suggested qualifications: Educated to degree level with extensive sales management experience, and is likely to have additional professional qualifications (CIM).

D12 Sales & Marketing Director

Responsible for increasing sales and market share with full commercial responsibility including advertising, PR, business development and new markets. Ensures all targets are met and budgets adhered to whilst promoting the business and delivery of profitable sales growth.

Suggested qualifications: Educated to degree level with extensive sales and marketing management experience and is likely to have additional professional qualifications (CIM).

Section 2: Managers and Professional Engineers' Pay 2019

Please complete this survey for employees based at **your site only**, if you would like to include other sites, please contact us, so that we can advise you on how to include this data in the survey.

Coverage

When completing the survey please include **employees** who spend at least 80% of their time on the job in question. Therefore, if a Manager or Engineer is responsible for more than one function where possible please allocate them to the most appropriate job category.

Please **EXCLUDE**:

- All Directors
- All Technicians
- Part-time employees
- Employees on temporary/short term work/interim managers

Job Code

Please enter the job code for each employee from the job titles shown on pages 6-8.

Numbers Employed

Please state the number employed in each job category.

Basic Salary

Salaries quoted should be the gross BASIC annual salary (before the deduction of tax, National Insurance and pension contributions) and should **EXCLUDE**:

- Overtime
- Shift payments
- Standby/call out payments

The current basic salary (i.e. as of June-July 2019) should be noted. If more than one person is employed in any job category, please provide each INDIVIDUAL salary (unless they have identical salaries and benefits).

Bonuses

Please provide details of the **ANNUAL** bonus payments (gross amount or % of basic salary). This should be the last **ACTUAL** bonus received for each employee in the last calendar year (or previous 12 months) rather than the maximum bonus entitlement. If no bonus has been paid please enter "N" in the box provided. Annual bonuses can include:

- Profit sharing
- Company or individual performance related pay

Note: Commission payments – for employees that receive regular commission payments, please provide the value of these for the last 12 months.

Benefits

Please list the appropriate numbers for the benefits that apply to the job:

1. Life Assurance
2. Defined Benefit Pension (Final Salary)
*However only list where contributions **exceed** the minimum employer auto-enrolment obligations applicable to the specific Pension Scheme*
3. Defined Contribution Pension (Money Purchase)
*However only list where contributions **exceed** the minimum employer auto-enrolment obligations applicable to the specific Pension Scheme*
4. Permanent Health/Medical Insurance
5. Private Health Insurance
6. Company Car/Cash Allowance
7. Share Ownership Scheme
8. Service Related Holiday

Paid Overtime

Please indicate whether the job holder is entitled to paid overtime.

Managers and Professional Engineers' Job Titles

Department	Job Title	Job Code
Accounts	Chief Accountant/Financial Controller	M01
	Accounting Manager	M02
	Management Accountant	M03
	Financial Accountant	M04
	Accountant	M05
Distribution	Logistics/Distribution Manager	M20
	Transport Manager	M21
	Stores/Warehouse Manager	M22
Engineering	Head of Engineering	M30
	Engineering Manager	M31
<i>Chemical</i>	Senior Chemical Engineer	E02
	Chemical Engineer	E01
<i>Civil</i>	Senior Civil and Structural Engineer	E03
	Civil and Structural Engineer	E05
<i>Continuous Improvement</i>	Continuous Improvement Manager	M99
	Senior Continuous Improvement Engineer	E78
	Continuous Improvement Engineer	E79
<i>Contract</i>	Senior Contract Engineer	E04
	Contract Engineer	E10
<i>Design</i>	Design Office Manager	M32
	Senior Design Engineer	E15
	Design Engineer	E16
<i>Electrical/Electronic</i>	Senior Electrical/Electronic Engineer	E20
	Electrical/Electronic Engineer	E21
<i>Hardware</i>	Senior Hardware Engineer	E77
	Hardware Engineer	E76
<i>Instrumentation & Control</i>	Senior Instrumentation and Control Engineer	E22
	Instrumentation and Control Engineer	E25
<i>Maintenance</i>	Maintenance Manager	M71
	Senior Maintenance Engineer	E30
	Maintenance Engineer	E31
<i>Materials</i>	Senior Materials Engineer	E32
	Materials Engineer	E35
<i>Mechanical</i>	Senior Mechanical Engineer	E40
	Mechanical Engineer	E41
<i>Process</i>	Senior Process Engineer	E42
	Process Engineer	E47

Department	Job Title	Job Code
<i>Production/Manufacturing</i>	Production/Manufacturing Manager	M70
	Senior Production/Manufacturing Engineer	E45
	Production/Manufacturing Engineer	E46
<i>Project</i>	Project Manager (Engineering)	M36
	Senior Project Engineer	E50
	Project Engineer	E51
<i>Quality</i>	Quality Manager	M33
	Senior Quality Engineer	E55
	Quality Engineer	E56
<i>Research & Development</i>	Research and Development Manager	M34
	Senior Research and Development Engineer	E60
	Research and Development Engineer	E61
<i>Sales</i>	Senior Sales Engineer	E65
	Sales Engineer	E66
	Senior Field Service Engineer	E62
	Field Service Engineer	E67
	Senior Commissioning and Installation Engineer	E69
	Commissioning and Installation Engineer	E68
<i>Software</i>	Senior Software Engineer	E70
	Software Engineer	E71
<i>Stress</i>	Senior Stress Engineer	E72
	Stress Engineer	E73
<i>Test</i>	Senior Test Engineer	E74
	Test Engineer	E75
General	General/Operations Manager	M97
	Company Secretary	M11
	Facilities Manager	M98
Health and Safety	Health and Safety Manager	M43
	Health and Safety Officer	J40
Human Resources	Human Resources/Personnel Manager	M50
	Senior Human Resources/Personnel Officer	J52
	Human Resources/Personnel Officer	J50
	Training Manager	M51
	Training Officer	J51
Information Technology	Head of Information Technology	M60
	Systems Manager	M61
	Senior Systems Analyst	J60
	Systems Analyst	J61
	Computer Programmer	J62

Department	Job Title	Job Code
Purchasing	Purchasing Manager	M80
	Supply Chain Manager	M81
	Senior Buyer	J80
	Buyer	J81
Sales & Marketing	Head of Sales	M92
	Sales & Marketing Manager	M90
	Marketing Manager	M93
	Sales/Regional Sales Manager	M91
	Customer Services Manager	M94
	Commercial Manager	M95
	Area Sales Representative	M96
	Sales Executive	J90
Graduates	Job Category: Engineering	G01
	Finance	G02
	Human Resources	G03
	Information Technology	G04
	Sales & Marketing	G05
	Other job category	G06

Managers and Professional Engineers' Job Descriptions

Accounts

M01 Chief Accountant/Financial Controller

Reporting to the Financial Director, the Chief Accountant/Financial Controller is responsible for directing and controlling the Accounts/Finance department which provides accounting and financial services to the organisation. The job holder will also supervise a number of section leaders and/or departmental managers.

Suggested qualifications: Qualified Accountant (ACCA, CIMA, CIPFA) with considerable experience at a senior level.

M02 Accounting Manager

Reporting to the Chief Accountant/Financial Controller or Finance Director, the job holder will be responsible for preparing and certifying financial statements. The job holder prepares tax returns, advises on taxation problems, contests disputed claims before tax officials and prepares or reports on profit forecasts and budgets. Further the job holder devises and monitors the implementation of manual and computerised accounting, book-keeping and related systems.

Suggested qualifications: Qualified Accountant (ACCA, CIMA, CIPFA) with experience in a financial function.

M03 Management Accountant

Reporting to the Accounting Manager or Chief Accountant/Financial Controller, the job holder will be responsible for the collection and analysis of financial information required by management for the planning and control of a company's income and expenditure. The job holder will prepare periodic accounts, budgets, forecasts and advice on financial aspects of productivity, stock holding, sales and new products.

Suggested qualifications: Qualified Accountant (CIMA), with experience in a financial function.

M04 Financial Accountant

Reporting to the Accounting Manager or Chief Accountant/Financial Controller, the job holder will be responsible for the production of the organisation's financial and annual accounts before an audit. The job holder may also prepare and oversee the more basic functions of the accounts department, including ledgers and reconciliations.

Suggested qualifications: Qualified Accountant (ACCA, CIPFA), with experience in a financial function.

M05 Accountant

Reporting to the Accounting Manager or Chief Accountant/Financial Controller, the job holder will assist in the preparation of accounts for the company. The job holder may also oversee the more basic functions of the accounts department. Alternative job titles may include Management, Financial or Cost Accountant.

Suggested qualifications: Qualified Accountant (ACCA, CIMA, CIPFA), with experience in a financial function.

Distribution

M20 Logistics/Distribution Manager

Responsible for the organisation, planning and co-ordination of all activities and resources necessary for the efficient receipt, storage, handling, despatch and transport of material, products or commodities. The job holder will be responsible for ensuring delivery deadlines are met and departmental budgets adhered to. Some strategy formulation to ensure the optimisation of the supply chain with ultimate purchasing, planning, procurement and stock control solutions.

Suggested qualifications: Degree, (or equivalent), with considerable experience within a distribution function.

M21 Transport Manager

Responsible for planning, organising and controlling nationwide vehicle routing, scheduling and delivery service (ensuring that all planned deliveries arrive on time and in perfect condition). The job holder is also responsible for maintaining delivery vehicles and associated paperwork. Further responsibilities include ensuring that all vehicles operate within the legal requirement including control of MOT test, vehicle licensing and insurance. May also have responsibility for management of the organisation's company car fleet.

Suggested qualifications: Experience in transport and/or fleet management.

M22 Stores/Warehouse Manager

Responsible for ensuring the receipt of goods onto the company premises in conjunction with company policy. The job holder is also responsible for the packaging and despatch of all goods for UK and export use including the transfer of goods between depots. Further responsibilities include ensuring that safe working practices are adopted within the Stores department.

Suggested qualifications: Experience in managing a warehouse function.

Engineering**M30 Head of Engineering**

Reporting to the Director of Engineering or Managing Director, the job holder will be responsible for overseeing all the organisation's major engineering projects. The job holder will have responsibility for ensuring deadlines are met, quality maintained and budgetary controls are adhered to. Additionally, the job holder will work with other senior managers/directors to develop the business strategy for the engineering function and manage engineering resources to meet company goals.

Suggested qualifications: Educated to degree level with considerable experience at management level within engineering. Likely to have gained further professional qualifications and be a member of an engineering institute.

M31 Engineering Manager

Reporting to the Head of Engineering or Director of Engineering, the job holder will be responsible for overseeing teams of engineers and ensuring they meet business deadlines whilst maintaining quality standards. The job holder will require experience in project planning and be able to liaise with other departments such as planning, procurement, quality, safety and sales to ensure all requirements are met.

Suggested qualifications: Educated to degree level with considerable experience within engineering. Likely to have gained further professional qualifications and be a member of an engineering institute.

Engineering roles: For a number of engineering roles this survey specifies two different levels of engineer – a “Senior Engineer” and an “Engineer”.

The distinction between these two levels is summarised below:

Senior Engineer – A senior engineer will have full responsibility for an engineering project(s). He/she is likely to supervise a team of engineers and is responsible for ensuring that all deadlines are met, quality maintained and specifications adhered to. They will also be required to communicate internally (with other departments and senior management), and externally (with clients, suppliers and contractors).

Engineer – An engineer will provide advice on engineering applications and provide solutions to engineering problems. They will design, develop and oversee the manufacture and sale of materials, components and/or products. They may also have some supervisory responsibility for Engineering Technicians.

Chemical**E02 Senior Chemical Engineer**

Reporting to the Engineering Manager, the Senior Chemical Engineer will undertake research and development on chemical processes. In addition, will be responsible for the design, construction, commissioning, operation, maintenance and repair of chemical plants and control systems. The job holder will also advise senior management on the safety implications and environmental impact of the chemical processes and their economic and commercial impact. May be responsible for supervising a team of Chemical Engineers.

Suggested qualifications: Educated to degree level (or equivalent) with considerable experience of chemical engineering. May also have gained or be working towards Chartered Engineer status in line with the requirements of the Institution of Chemical Engineers.

E01 Chemical Engineer

Reporting to the Senior Chemical Engineer or Engineering Manager, the job holder will conduct research and development on chemical processes for both small and large manufacture, probably under the supervision of the Senior Chemical Engineer. In addition, they may also be involved in the design, construction, commissioning, operation, maintenance and repair of chemical plants and control systems. The job holder will also advise on the safety implications and environmental impact of the chemical processes and their economic and commercial impact.

Suggested qualifications: Educated to degree level (or equivalent) in chemical or biochemical engineering with experience within the chemical engineering field. May also have gained or be working towards Chartered Engineer status in line with the requirements of the Institution of Chemical Engineers.

Civil

E03 Senior Civil and Structural Engineer

The job holder is likely to manage structural projects with responsibility for timescale and quality. Will assess feasibility of outline proposals as well as undertaking research and design work. Additionally, they are likely to supervise the work of contractors and Civil and Structural Engineers during the construction, operation and maintenance of civil and engineering constructions. The job holder will be responsible for monitoring the project's budget and negotiating any additional costs with contractors.

Suggested qualifications: Educated to degree level (or equivalent) with considerable experience within the engineering construction field. May also have gained or be working towards Chartered Engineer status in line with the requirements of the Institution of Civil Engineers.

E05 Civil and Structural Engineer

The job holder will undertake research and design of small and large civil and structural projects. Additionally, they may also be involved in overseeing the work of contractors during the construction, operation and maintenance of civil and engineering constructions.

Suggested qualifications: Educated to degree level (or equivalent) with experience within the engineering construction field. May also have gained or be working towards Chartered Engineer status in line with the requirements of the Institution of Civil Engineers.

Continuous Improvement

M99 Continuous Improvement Manager

Reporting to the Engineering Director or Managing Director this person will have full responsibility for continuous improvement strategies and initiatives across the company. They will ensure all improvements are planned and implemented successfully and have a positive impact on areas such as quality, costs, safety and productivity. They will also create and drive a culture of continuous improvement throughout the business. The job holder may also oversee a team of Continuous Improvement Engineers.

Suggested qualifications: Educated to degree level (or equivalent) with considerable experience within engineering or manufacturing. Will have several years' experience working in a continuous improvement environment.

E78 Senior Continuous Improvement Engineer

Reporting to the Continuous Improvement Manager, the Senior Continuous Improvement Engineer will have responsibility for the creation and implementation of continuous improvement initiatives for both products and processes in order to reduce costs, improve quality, safety and productivity. The job holder may also work with Continuous Improvement Engineers to undertake audits or conduct gap analysis to identify areas for improvement and will use statistical tools to collect data on KPIs to measure progress. They may be responsible for supervising a team of Continuous Improvement Engineers and may also train employees on lean and continuous improvement processes.

Suggested qualifications: Educated to degree level (or equivalent) with experience within a continuous improvement environment in manufacturing or engineering.

E79 Continuous Improvement Engineer

Reporting to the Senior Continuous Improvement Engineer or Manager the job holder will be responsible for the implementation continuous improvement initiatives for both products and processes in order to reduce costs, improve quality, safety and productivity. The job holder may undertake audits or conduct gap analysis to identify areas for improvement and will use statistical tools to collect data on KPIs to measure progress. They will work with other departments to ensure process improvements are successfully implemented.

Suggested qualifications: Educated to degree level (or equivalent) with experience within a continuous improvement environment in manufacturing or engineering.

Contract

E04 Senior Contract Engineer

Prepares estimates of materials, equipment, labour and the logistics required for large engineering projects. The job holder will visit and brief important clients on the progress of the project and will ensure the project is completed within time and budget. Is likely to supervise a team of Contract Engineers. Additionally, will liaise with departments within their organisation and contractors to provide the necessary support to the project.

Suggested qualifications: Educated to degree level (or equivalent) with experience with considerable experience in contract and/or project management. Is likely to have gained membership of the Institution of Chemical Engineers, Institution of Mechanical Engineers or the Institution of Civil Engineers.

E10 Contract Engineer

Reporting to the Senior Contract Engineer or Project Manager, the job holder will prepare estimates of materials, equipment, labour and the logistics required for specific engineering projects. The job holder will visit and brief clients on the progress of the project and will ensure the project is completed within time and budget. Additionally, will liaise with departments within their organisation and contractors to provide the necessary support to the project.

Suggested qualifications: Educated to degree level (or equivalent) with experience within an engineering environment and in contract and project management. May be a member of the Institution of Chemical Engineers, Institution of Mechanical Engineers or the Institution of Civil Engineers.

Design

M32 Design Office Manager

Reporting to the Engineering Director or Head of Engineering, the job holder is responsible for the administration and efficient utilisation of the Design/Drawing Office resources and staff. The job holder will supervise a team of Senior Draughtsmen/Women and/or Design Engineers. Alternative job titles may include Drawing Office Manager.

Suggested qualifications: Degree and/or appropriate technical qualifications, with considerable relevant experience.

E15 Senior Design Engineer

Reporting to the Engineering Manager, the job holder will conceive, research and develop engineering designs from product ideas gathered from liaising with the Production and Marketing departments. Various factors, including the use of product, materials, production economics, safety, legal requirements, quality, cost and ease of maintenance will all need to be assessed. The job holder will also usually have full responsibility for particular design projects, negotiating budgets and delivering projects within deadlines and the supervision of Design engineering team(s).

Suggested qualifications: Educated to degree level (or equivalent) with considerable experience within the engineering design field. May also have gained or be working towards Chartered Engineer status.

E16 Design Engineer

Reporting to the Senior Design Engineer or Engineering Manager, the job holder will conceive, research and develop engineering designs from product ideas gathered from liaising with the production and marketing departments. Various factors, including the use of product, materials, production economics, safety, legal requirements, quality and cost and ease of maintenance will all need to be assessed. The job holder will prepare working designs, arrange construction and test prototypes. Will also produce design information and prepare specifications for materials and components.

Suggested qualifications: Educated to degree level (or equivalent) with experience within the engineering design field. May also have gained or be working towards Chartered Engineer status.

Electrical/Electronic

E20 Senior Electrical/Electronic Engineer

Develops, designs and tests a wide range of electrical/electronic components, equipment and systems (this includes the design of integrated circuits and optoelectronic systems). Will be responsible for overseeing particular electrical/electronic engineering projects with particular regard to ensuring deadlines are met, quality maintained and specifications adhered to. Will also liaise with other engineering functions, other departments and company clients to identify specific requirements and specifications.

Suggested qualifications: Educated to degree level (or equivalent) with experience within the field of electrical engineering. May also have gained or be working towards professional qualifications in line with the requirements of the Institution of Electrical Engineers, the Institution of Incorporated Engineers or the Institute of Measurement and Control.

E21 Electrical/Electronic Engineer

Develops, designs and tests a wide range of electrical/electronic components, equipment and systems (this includes the design of integrated circuits and optoelectronic systems). May be responsible for installation and maintenance of electrical/electronic equipment. Undertakes diagnosis, detects faults and advises on the use and servicing of new equipment, including the provision of technical information for training and maintenance manuals.

Suggested qualifications: Educated to degree level (or equivalent) with experience within the field of electrical engineering. May also have gained or be working towards professional qualifications in line with the requirements of the Institution of Electrical Engineers, the Institution of Incorporated Engineers or the Institute of Measurement and Control.

Hardware

E77 Senior Hardware Engineer

Reporting to the Engineering Manager, the job holder is responsible for managing and delivering hardware engineering projects in order to meet the required specifications. Will research, design, test and implement physical architecture for use in computer systems, including integrated circuitry (e.g.: microchips, FPGA, microprocessors and other kinds of VLSI chips), networking systems (e.g.: routers) and digital and/or analogue interfaces. Responsibilities may also include developing firmware/hardware for integration with new components. May also have responsibility for a team of Hardware Engineers.

Suggested qualifications: Educated to degree level in electrical/electronic engineering, computer science or a related field, with significant experience working in the hardware engineering field. May have also gained, or be working towards, professional engineering qualifications.

E76 Hardware Engineer

Reporting to the Senior Hardware Engineer or Engineering Manager, the job holder will research, design, test and implement physical architecture for use in computer systems, including integrated circuitry (e.g., microchips, FPGA, microprocessors and other kinds of VLSI chips), networking systems (e.g., routers) and digital and/or analogue interfaces. Will be required to meet set standards of operation and design, which may require working with engineers from other departments. May also be responsible for developing firmware/software for integration with new components.

Suggested qualifications: Educated to degree level in electrical/electronic engineering, computer science or a related field, with experience working in the hardware engineering field. May have also gained, or be working towards, professional engineering qualifications.

Instrumentation & Control

E22 Senior Instrumentation and Control Engineer

Designs, develops, assembles and installs mechanical, electrical equipment and software for measurement and control systems. Works with complex instrumentation for precise analysis and will calibrate and maintain the equipment to optimise output and minimise waste. Will also ensure that the automatic monitoring of a process operates accurately and efficiently to ensure quality and safety is maintained at all times. Will be responsible for overseeing installation projects with particular regard to ensuring deadlines are met, quality maintained and specifications adhered to. Will also liaise with other engineering and sales functions and company clients. May be responsible for supervising a team of Instrumentation and Control Engineers.

Suggested qualifications: Educated to degree level (or equivalent) with considerable experience of control systems within an engineering environment. May have also gained, or be working towards professional qualifications and be a member of the Institute of Measurement and Control, the Institution of Electrical Engineers or the Institution of Chemical Engineers.

E25 Instrumentation and Control Engineer

Designs, develops, assembles and installs mechanical, electrical equipment and software for measurement and control systems. Works with complex instrumentation for precise analysis and will calibrate and maintain the equipment to optimise output and minimise waste. Will also ensure that the automatic monitoring of a process operates accurately and efficiently to ensure quality and safety is maintained at all times.

Suggested qualifications: Educated to degree level (or equivalent) with experience of control systems within an engineering environment. May have also gained, or be working towards professional qualifications and be a member of the Institute of Measurement and Control, the Institution of Electrical Engineers or the Institution of Chemical Engineers.

Maintenance**M71 Maintenance Manager**

Reporting to the Operations or Production Manager or to Director level, the job holder is responsible for the provision of maintenance services to the organisation. The role will involve ensuring the repair of plant, machinery, buildings, vehicles and other general maintenance to ensure the optimum efficiency for the plant / business. The Manager is likely to be responsible for a team of Maintenance Engineers and may also have responsibility for the control of sub-contractors. Alternative job titles may include Plant Maintenance/Services Manager.

Suggested qualifications: Educated to degree level (or equivalent) with considerable maintenance and project management experience and professional qualifications.

E30 Senior Maintenance Engineer

Responsible for developing regular maintenance schedules for equipment within the factory and carrying out the work. Will supervise a team of Maintenance Engineers who carry out work as laid out in the maintenance schedules. The management of teams of specialists (which may be external to the organisation) is also likely to be required. A thorough knowledge and understanding of relevant equipment and relevant operating software is essential. Also likely to manage the maintenance budget make recommendations to senior management regarding plant efficiency and maintenance costs.

Suggested qualifications: Educated to degree level (or equivalent) with considerable maintenance and project management experience. May have also gained, or be working towards professional qualifications.

E31 Maintenance Engineer

The job holder will carry out regular servicing and maintenance work of equipment (such as production, scientific etc) and associated operating software. May direct, instruct and supervise Maintenance Technicians and Craftsmen. A thorough knowledge of electronics, electrical engineering, mechanical engineering and software engineering is likely to be required. Will also be required to be available to deal with emergency breakdowns and work under pressure to fix equipment quickly to ensure production targets are met.

Suggested qualifications: Educated to degree level (or equivalent) with experience. May have also gained, or be working towards professional qualifications.

Materials**E32 Senior Materials Engineer**

Responsible for the researching, design, development and testing of new materials. Will advise on the choice of materials for specific purposes and supervise the quality control procedures during construction and production operations. Is also likely to advise on inspection, maintenance and repair procedures and liaise with staff regarding quality, safety, reliability and economy of operations with specific materials. External communication with suppliers of materials will also be required. Is likely to supervise a team of Materials Engineers.

Suggested qualifications: Educated to degree level (or equivalent) with considerable materials experience. May have also gained, or be working towards professional qualifications.

E35 Materials Engineer

The job holder will assist in the design, development and testing of new materials. Will advise on the choice of materials for specific purposes and supervise the quality control procedures during construction and production operations. Is also likely to advise on inspection, maintenance and repair procedures and liaise with staff regarding quality, safety, reliability and economy of operations with specific materials. External communication with suppliers of materials will also be required.

Suggested qualifications: Educated to degree level (or equivalent) with experience. May have also gained, or be working towards professional qualifications.

Mechanical

E40 Senior Mechanical Engineer

Performs engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment and products. Oversees installation, assembly, operation, maintenance, and repair of such equipment. Will also develop and install new machinery into production line, or modify existing equipment for new purposes or increased economy. The job holder will have to liaise and negotiate with other departments, senior management, clients and contractors to ensure the efficient running of engineering projects. Additional supervisory responsibility for a team of Mechanical Engineers and responsibility for ensuring that all deadlines are met, quality maintained, specifications and budgets adhered to.

Suggested qualifications: Educated to degree level (or equivalent) with considerable experience. May have also gained, or be working towards professional qualifications and be a member of the Institution of Mechanical Engineers.

E41 Mechanical Engineer

Performs engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment and products. Will also oversee installation, assembly, operation, maintenance, and repair of such equipment. Will also develop and install new machinery into production line, or modify existing equipment for new purposes or increased economy. May also supervise a small number of Engineering Technicians

Suggested qualifications: Educated to degree level (or equivalent) with experience. May have also gained, or be working towards professional qualifications and be a member of the Institution of Mechanical Engineers.

Process

E42 Senior Process Engineer

The job holder will determine the operations required to produce products and will develop processes to ensure quality, cost, and efficiency requirements are met. Will also provide high level technical support regarding process technology and production and where necessary take corrective action. Will review process operations and advise on improvements to ensure production efficiency. May supervise a team of Process Engineers.

Suggested Qualifications: Educated to degree level (or equivalent) with considerable experience. May also have gained, or be working towards, professional qualifications.

E47 Process Engineer

The job holder will determine the operations required to produce products and will develop processes to ensure quality, cost, and efficiency requirements are met. Will also provide technical support regarding process technology and production and where necessary take corrective action. Will research process improvements and purchase appropriate equipment and/or upgrades to existing equipment to optimise process and improve production volume.

Suggested Qualifications: Educated to degree level (or equivalent) with experience. May also have gained, or be working towards, professional qualifications.

Production/Manufacturing

M70 Production/Manufacturing Manager

Reporting to the Production Director (or Managing Director in smaller organisations) the job holder will be responsible for all production matters, including shop-floor employees. Will ensure that all products are manufactured, finished and packed whilst complying with all relevant EN and ISO quality standards. Job holder will supervise Production Supervisors/Foremen and liaise with senior management regarding production strategy, policies and practices. Will also be required to manage a departmental budget and meet production targets in terms of volume and quality.

Suggested qualifications: Educated to degree level (or equivalent) with considerable experience. Is also likely to have gained, or be working towards, professional qualifications.

E45 Senior Production/Manufacturing Engineer

Responsible for ensuring that all manufacturing and production equipment is fully operational, works to maximum efficiency and the safety of employees using production machinery is assured. Will plan ahead to manage changes to the production line to produce new/altered products. Will also supervise a team of Manufacturing/Production Engineers, organise maintenance schedules and organise the provision of emergency services should the production line cease to function properly. The job holder will also devise strategies to increase productivity of the plant and reduce waste, ensure budgets are adhered to, deadlines met and liaise with senior management accordingly.

Suggested qualifications: Educated to degree level (or equivalent) with considerable experience. May have also gained, or be working towards, professional qualifications.

E46 Production/Manufacturing Engineer

Responsible for ensuring that all manufacturing and production equipment is fully operational, that it works to maximum efficiency and that the safety of employees using production machinery is assured. Will plan ahead to manage changes to the production line to produce new/altered products. The job holder will also arrange for the introduction of new equipment to increase the efficiency of the plant and devise methods of increasing productivity and decreasing waste.

Suggested qualifications: Educated to degree level (or equivalent) with experience. May have also gained, or be working towards, professional qualifications.

Project**M36 Project Manager (Engineering)**

Reporting to the Head of Engineering (or similar) the job holder is responsible for planning, organising, directing and co-ordinating the work of the project engineering team and liaising with other departments involved in particular projects. Additional responsibilities may include determining the scope and size of the projects, their resource requirements, the associated risks and cost and budget management. The Project Manager will ensure that all projects adhere to timescales and projected budgets and deliver their intended objectives. The job holder may manage a team of (senior) Project Engineers and Technicians.

Suggested qualifications: Educated to degree level with considerable project management experience within an engineering related field. Likely to have gained further professional qualifications and be a member of an engineering institute.

E50 Senior Project Engineer

Responsible for co-ordinating and implementing engineering projects throughout their duration. Will devise and oversee control systems to monitor operational efficiency and performance of systems and materials. The job holder will supervise a team of Project Engineers and will have responsibility for ensuring projects undertaken by the team fall within appropriate budgets and timescales and liaise with other departments, senior management and suppliers and contractors. Is also likely to oversee large and/or the more important engineering projects within the organisation.

Suggested qualifications: Educated to degree level (or equivalent) with considerable experience. May have also gained, or be working towards professional qualifications.

E51 Project Engineer

Responsible for the management of projects from conception through to handover, having due regard to the efficiency, safety, quality, budgets and timescales of the projects undertaken. Will also put in place the appropriate infrastructure to provide continuing effective operations following project completion. The job holder will also devise and oversee control systems to monitor operational efficiency and performance of systems and materials.

Suggested qualifications: Educated to degree level (or equivalent) with experience. May have also gained, or be working towards professional qualifications.

Quality

M33 Quality Manager

Responsible for ensuring that the company quality programme is adhered to in accordance with company and customer requirements. The job holder will be responsible for maintaining quality, reliability and safety standards of materials, components and products. They will also maintain the quality system itself, report on its performance and make recommendations for future improvements to the system and liaise with senior management accordingly. Will also supervise a team of (senior) Quality Engineers.

Suggested qualifications: Educated to degree level (or equivalent) with considerable Quality experience within an engineering related environment. Likely to have gained further professional qualifications and be a member of an engineering institute and/or the Institute of Quality Assurance.

E55 Senior Quality Engineer

The job holder will devise inspection, testing and evaluation methods for materials, components, semi-finished and finished products. They will liaise with other departments to provide testing services and advise on developing techniques to improve the quality of a material/component/product. Is also likely to conduct research and development studies to improve the quality control methods used within production. The job holder will supervise a team of Quality Engineers and will be responsible for ensuring that all quality systems in place meet organisation targets within the specified budget. Will also liaise with senior management regarding future strategies of quality control.

Suggested qualifications: Educated to degree level (or equivalent) with considerable experience. May have also gained, or be working towards professional qualifications and be a member of the Institute of Quality Assurance.

E56 Quality Engineer

The job holder will devise inspection, testing and evaluation methods for materials, components, semi-finished and finished products. They will liaise with other departments to provide testing services and advise on developing techniques to improve the quality of a material/component/product. Is also likely to conduct research and development studies to improve the quality control methods used within production.

Suggested qualifications: Educated to degree level (or equivalent) with experience. May have also gained, or be working towards professional qualifications and be a member of the Institute of Quality Assurance.

Research and Development

M34 Research and Development Manager

Reporting to the Engineering Director or Production Director. Responsible for planning, organising, directing and co-ordinating the work of the engineering team and others engaged in the research and development of materials, components and products. Will liaise closely with Marketing and Production departments to ensure research and development work is in parallel to the organisation's objectives. Will be responsible for the management of the department, including supervision of (senior) Research and Development Engineers and for meeting quality and budget targets.

Suggested qualifications: Educated to degree level with considerable research and development experience within an engineering related field. Likely to have gained further professional qualifications and be a member of an engineering institute.

E60 Senior Research and Development Engineer

Reporting to the Research and Development Manager or Engineering Manager, the job holder will undertake engineering duties including research, design, development, construction and testing of specialised materials, components and products. Provides engineering assistance, instruction and consultation to other Research and Development Engineers that the job holder will supervise. Will be responsible for ensuring that research and design projects are delivered to agreed deadlines, within budget whilst maintaining quality standards.

Suggested qualifications: Educated to degree level (or equivalent) with considerable experience. May have also gained, or be working towards professional qualifications.

E61 Research and Development Engineer

The job holder will undertake engineering duties including research, design, development, construction and testing of specialised materials, components and products. Will ensure that research and design projects for which they are responsible are delivered within deadlines and budget. Some liaison with other departments within the organisation will be required to establish requirements.

Suggested qualifications: Educated to degree level (or equivalent) with experience. May have also gained, or be working towards professional qualifications.

Sales**E65 Senior Sales Engineer**

Reporting to the Sales, Marketing or Engineering Manager, the job holder will be responsible for interpreting sales orders and technical specifications into detailed constituent parts of components for more detailed engineering or production. They are also likely to advise the Sales and/or Marketing Manager(s) when negotiating technical sales and will supervise some Sales Engineers and/or Sales office staff. Further responsibilities may include planning and monitoring the work of the Sales Engineers and ensuring sales targets are met and to provide advice and assist in the identification and maintenance of sales opportunities. May also be responsible for sales negotiations of greater monetary value to the organisation.

Suggested qualifications: Educated to degree level (or equivalent) with considerable experience within an engineering environment. May have also gained, or be working towards, professional engineering qualifications.

E66 Sales Engineer

Reporting to the Senior Sales Engineer, Sales Manager, Marketing Manager, or Engineering Manager, the job holder is responsible for identifying, maintaining and developing opportunities for promotion of the organisation's products and services within a defined sales area. Will call on prospective customers, discuss requirements, advise accordingly and provide written quotes, possibly including after-sales service. Further responsibilities may involve providing advice on engineering applications and solutions to customers' technical requirements.

Suggested qualifications: Educated to degree (or equivalent) with experience within an engineering environment. May have also gained, or be working towards, professional engineering qualifications.

E62 Senior Field Service Engineer

Responsible for monitoring the performance of systems in service at a client's premises, identifying and investigating service problems where appropriate. Job holder will liaise with customers on mechanical queries regarding equipment in service, organise and provide training support. Is likely to supervise a team of Field Service Engineers and have responsibility for the standard of service manuals.

Suggested qualifications: Educated to degree (or equivalent) with considerable experience within an engineering environment. May have also gained, or be working towards, professional engineering qualifications.

E67 Field Service Engineer

Responsible for monitoring the performance of systems in service at a client's premises, identifying and investigating service problems where appropriate. Job holder will liaise with customers on mechanical queries regarding equipment in service, organise and provide training support. May also control the standard of service manuals.

Suggested qualifications: Educated to degree (or equivalent) with experience within an engineering environment. May have also gained, or be working towards, professional engineering qualifications.

E69 Senior Commissioning and Installation Engineer

Responsible for the co-ordination and supervision of the movement and installation of major pieces of machinery, plant and ancillary equipment on site. Will also carry out risk assessments, calculate the cost of a project, checks on site conditions and liaise closely with clients. May be responsible for a team of Commission and Installation Engineers.

Suggested qualifications: Educated to degree (or equivalent) with considerable experience within an engineering environment. May have also gained, or be working towards, professional engineering qualifications.

E68 Commissioning and Installation Engineer

Responsible for the co-ordination and supervision of the movement and installation of machinery, plant and ancillary equipment on site. Will also carry out risk assessments, calculate the cost of a project, checks on site conditions and liaise closely with clients.

Suggested qualifications: Educated to degree (or equivalent) with experience within an engineering environment. May have also gained, or be working towards, professional engineering qualifications.

Software**E70 Senior Software Engineer**

Responsible for all aspects of production and support of software for computer-based systems. Designs, develops and tests the software needed to achieve specified functionality within stated constraints. May design innovative solutions for particular problems, develop new software tools, or build-in programs to equipment. The job holder will also be responsible for ensuring that all software engineering projects are delivered within deadlines and budgets whilst maintaining current software applications. Is also likely to supervise a number of Software Engineers.

Suggested qualifications: Educated to degree level (or equivalent) with considerable experience of software engineering applications. May have also gained, or be working towards, professional engineering qualifications.

E71 Software Engineer

Responsible for all aspects of production and support of software for computer-based systems. Designs, develops and tests the software needed to achieve specified functionality within stated constraints. May design innovative solutions for particular problems, develop new software tools, or build-in programs to equipment. May also supervise a small number of Software Technicians.

Suggested qualifications: Educated to degree level (or equivalent) with experience of software engineering application. May have also gained, or be working towards, professional engineering qualifications.

Stress**E72 Senior Stress Engineer**

The job holder will be responsible for certifying the structural analysis of in-house and supplier products and/or materials by calculating and analysing levels of stress, fatigue and damage tolerance. Will also define structural and operational limit restrictions, materials and processes and provide technical advice at design reviews. May be responsible for supervising a team of Stress Engineers.

Suggested qualifications: Educated to degree level (or equivalent) with considerable experience. May also have gained, or be working towards, professional qualifications.

E73 Stress Engineer

The job holder will be responsible for certifying the strengths of products and/or materials by calculating and analysing levels of stress, fatigue and damage tolerance. Additional responsibilities may include defining structural and operational limit restrictions, materials and processes and providing technical advice at design reviews.

Suggested qualifications: Educated to degree level (or equivalent) with experience. May also have gained, or be working towards, professional qualifications.

Test**E74 Senior Test Engineer**

Responsible for test programmes. Will determine effects of conditions such as vibration, stress, pressure, temperature and humidity on items under test. Additionally, will measure and interpret results and prepare charts, tables, graphs and reports and other technical information for use by other departments. Will liaise with other engineering functions and departments. May supervise Test Engineers.

Suggested qualifications: Educated to degree level (or equivalent) with considerable experience. May have also gained, or be working towards, professional qualifications.

E75 Test Engineer

Plans test programmes, assembles and sets up test equipment and, if appropriate, installs units to be tested within a special test environment. Will determine effects of conditions such as vibration, stress, pressure, temperature and humidity on items under test. Additionally, will measure and interpret results and prepare charts, tables, graphs and reports and other technical information for use by other departments.

Suggested qualifications: Educated to degree level (or equivalent) with experience. May have also gained, or be working towards, professional qualifications.

General**M97 General/Operations Manager**

Reporting to the Operations Director or Managing Director, the job holder will be responsible for the day to day running of all production and administration functions and will provide overall direction and management of an individual site. They will be responsible for determining the factory/site objectives and policies and assess its performance. Additional responsibilities may also include the management of resources, preparation of reports, budgets and forecasts and the representation of the organisation in negotiations and meetings and liaison with other organisations.

Suggested qualifications: Educated to degree level or equivalent with considerable experience in a general or operations management function.

M11 Company Secretary

Reporting to director level, the job holder will be responsible for ensuring that the legal, statutory and other provisions governing or affecting the running of a company are observed and acts as a representative of the company. Job holders may undertake some or all of the functions of an Administration Manager, Company Registrar or Accountant. Job holder may also supervise a number of departmental section leaders.

Suggested qualifications: Degree and/or professional qualifications, with considerable administrative experience.

M98 Facilities Manager

The job holder will be responsible for the management of the organisation's office and factory facilities including front of house, maintenance and contracted services. Will be required to negotiate and manage contracted services both pre and post-contract. Is likely to have good project management and health and safety knowledge and skills. Alternative job titles may include Estates Support Manager or Property Assets Manager.

Suggested qualifications: Educated to degree level or equivalent with considerable experience in a facilities management role.

Health and Safety**M43 Health and Safety Manager**

Responsibilities include ensuring the safety of all employees, customers and visitors to the organisation and that the company complies with all health, safety and environmental law. Job holder may also be responsible for allocating resources to ensure that (Health and) Safety Officers can undertake their job effectively. Will formulate strategy to identify systems and procedures to maintain and improve the organisation's performance (which are likely to be measured against a key set of performance targets and audit organisation performance). All this will be done within time and monetary constraints which the job holder will manage. May also be responsible for environmental performance, including measuring, recording, monitoring and assessing the impact of the organisation on its environment.

Suggested qualifications: Educated to degree level with considerable experience. Is also likely to have gained professional qualifications (NEBOSH, IEMA).

J40 Health and Safety Officer

Responsibilities include the inspection of work areas, equipment and activities to ensure that statutory and other regulations regarding safety are observed. Job holder also responsible for instructing workers in the proper use of protective clothing and equipment and the purposes of safety devices fitted to machinery, plant and equipment. Further duties include the preparation of accident statistics and reports, analysing their causes and recommending action to prevent their recurrence.

Suggested qualifications: Educated to degree level (or equivalent) with experience. Is also likely to have gained, or be working towards, professional qualifications (NEBOSH, IEMA).

Human Resources

M50 Human Resources/Personnel Manager

Reporting to the HR/Personnel Director, Chief HR/Personnel Manager or Managing Director (depending upon the size of company) the job holder will be responsible for the provision of advice and cost-effective Human Resources/personnel services which enable the company to achieve its goals and meet its responsibilities to the people it employs. Will advise on strategy, policy and practices and ensure compliance with regulatory requirements. Where applicable the job holder will also undertake negotiations with Trade Unions and/or workers' representatives. Will also advise on personnel issues relating to more senior members of staff. Is likely to supervise a number of Human Resources Officers/Administrators.

Suggested qualifications: Educated to degree level (or equivalent) with considerable experience. Is also likely to have gained, or be working towards, professional qualifications (CIPD).

J52 Senior Human Resources/Personnel Officer

Reporting to Human Resources/Personnel Manager the job holder would be responsible for the provision of an effective and efficient recruitment and selection service, ensuring that all vacancies are filled by the most suitable calibre of employee. Job holder may also be responsible for providing advice on all aspects of personnel management and employment legislation. Additional duties may include conducting job evaluation exercises and overseeing counselling, disciplinary and career interviews.

Suggested Qualifications: Educated to degree level (or equivalent) with experience. Is also likely to have gained, or be working towards, professional qualifications (CIPD).

J50 Human Resources/Personnel Officer

Responsible for the provision of advice on the recruitment and selection of manual, clerical and junior professional staff. Will liaise with Line Managers on various HR/personnel issues and individual employees to deal with work-related issues. May also become involved in HR issues such as employment law, job evaluation, salary reviews, disciplinary matters and grievances.

Suggested qualifications: Educated to degree level (or equivalent) with experience. Is also likely to have gained, or be working towards, professional qualifications (CIPD).

M51 Training Manager

Responsible for the strategy, planning and delivery of all training activities tailored to the needs of the organisation and its employees. Liaison with other Senior Managers and Line Managers will be required to formulate and evaluate training strategy. Will ensure that all training activities are undertaken within departmental targets and budgets. Likely to supervise a Training Officer and/or Training Assistants.

Suggested qualifications: Educated to degree level (or equivalent) with considerable experience. Is also likely to have gained, or be working towards, professional qualifications (CIPD).

J51 Training Officer

Reporting to the Training Manager or HR/Personnel Manager, the job holder will be responsible for the analysis of training needs and the delivery of the annual training programme. The job holder is also likely to deliver a proportion of the training/development programme within the organisation in order to ensure that teams and individuals are able to achieve their work targets. May also establish the use of competency frameworks.

Suggested qualifications: Educated to degree level (or equivalent) with experience. Is also likely to have gained, or be working towards, professional qualifications (CIPD).

Information Technology

M60 Head of Information Technology

Reporting to Director level, the job holder will be responsible for the efficient operation and utilisation of information and communications technology. Will devise an IT strategy for the organisation, in order to meet the needs of individual departments and business strategies. Additionally, will have budgetary responsibility and will be required to manage particular IT systems projects and ensure they are delivered within timescales. The job holder may also supervise section leaders within the IT function.

Suggested qualifications: Educated to degree level (or equivalent) with experience at a senior level.

M61 Systems Manager

The job holder will be responsible for maintaining the availability and integrity of the main computer system, ensuring that backup and recovery procedures are effective. The job holder will also advise senior management on the uses and capabilities of computers and on possible areas of computer application. Further responsibilities include co-ordinating and controlling the work of the Systems Analysts, programming and operating branches of the department. Alternative job titles may include IT Manager or IS Manager.

Suggested qualifications: Educated to degree level (or equivalent) with experience.

J60 Senior Systems Analyst

The job holder will identify areas in which management and business efficiency can be improved by computerised procedures. Will design programs, carry out tests on software and implement computer systems to carry out specific tasks (e.g. Engineering Design, Accounts and HR functions). Likely to have overall responsibility for the management of particular computing projects, meeting deadlines, managing budgets and the supervision of staff. Alternative job titles may include Senior Network Analyst or Senior Analyst.

Suggested qualifications: Educated to degree level (or equivalent) with experience with considerable experience in programming and systems analysis.

J61 Systems Analyst

The job holder will identify areas in which management and business efficiency can be improved by computerised procedures. Will design programs, carry out tests on software and implement computer systems to carry out specific tasks (e.g. Engineering Design, Accounts and HR functions). Alternative job title may include Network Analyst.

Suggested qualifications: Educated to degree level (or equivalent) with experience in programming and systems analysis.

J62 Computer Programmer

Writes and codes new programmes and carries out programme testing. Maintains operational programmes and amends them for new user requirements. May assist analysts with systems testing and implementation of operating procedures. Normally works under the direction of Senior Programmer (in a smaller installation may report to Project Leader, Systems Analyst or DP Manager) within well-defined limits. Assists in technical guidance and on-the-job training of juniors.

Suggested qualifications: Educated to degree level (or equivalent) with experience in programming.

Purchasing**M80 Purchasing Manager**

Responsible for the development of the organisation's purchasing strategy with the aim of generating savings, rationalising the supply chain and the management of the existing purchasing team and its' performance. The job holder will be responsible for all procurement and supply issues in the organisation including planning, organising and executing the purchasing strategy and incorporating best commercial practice. They will also reduce process costs through rationalisation of the supply chain by making best use of technology and innovative contractual arrangements and provide routine management information on purchasing performance.

Suggested qualifications: Educated to degree level (or equivalent) with considerable purchasing experience. Is also likely to have gained, or be working towards, professional qualifications (CIPS).

M81 Supply Chain Manager

Reporting to the Operations Director or Managing Director, the job holder is responsible for planning, implementing and controlling the operations of the supply chain to satisfy customer requirements as efficiently as possible. The job holder may be involved in purchasing, contract negotiation, movement and storage of raw materials, work-in-process inventories and the delivery of finished goods. Knowledge and experience of Kaizan, Kanban and Just in Time processes is often required.

Suggested qualifications: Educated to degree level (or equivalent) with considerable experience within the supply chain management field, may also have gained or be working towards, professional qualifications (CIPS).

J80 Senior Buyer

Responsible for the negotiation of large or important new contracts and the management of existing large/important contracts within a defined budget and company policy. Additionally, job holder represents the company when disputes arise with supply and will arrange legal advice where necessary. May also supervise a small team of Buyers. Will monitor and evaluate all suppliers for cost effectiveness, quality and timeliness. Is likely to assist the Purchasing Manager in the formulation of future purchasing strategy.

Suggested qualifications: Educated to degree level (or equivalent) with experience. Is also likely to have gained, or be working towards, professional qualifications (CIPS).

J81 Buyer

Responsible for the purchase of all internal materials and services. Will optimise prices, contracts, delivery times as well as administering quotes, negotiating contracts and placing orders. All functions to be carried out within defined parameters set by a more senior person (Senior Buyer/Purchasing Manager).

Suggested qualifications: Educated to degree level (or equivalent) with some experience. Is also likely to have gained, or be working towards, professional qualifications (CIPS).

Sales and Marketing**M92 Head of Sales**

Job holder will be responsible for the formulation and implementation of the company's sales strategy. The job holder will arrange the recruitment and training and performance evaluation of sales staff, prepare sales plans and forecasts and ensure that all sales targets are met. Additionally, close liaison with the customers and the sales office will be required to ensure customers' needs are met and orders secured.

Suggested qualifications: Educated to degree level or equivalent with considerable experience in a sales function.

M90 Sales and Marketing Manager

Job holder will be responsible for the formulation and implementation of the company's sales and marketing strategy. They will also develop the organisation's branding strategy as well as controlling promotion, pricing and distribution strategies for all the company's products. Additionally the job holder will control the regional sales force teams, arrange the recruitment and training of sales staff and prepare sales and marketing plans and forecasts for the company board.

Suggested qualifications: Educated to degree level or equivalent with considerable experience. Is also likely to have gained, or be working towards, professional qualifications (CIM).

M93 Marketing Manager

Job holder will be responsible for the formulation and implementation of the company's marketing strategy. The job holder will identify and analyse an organisation's strengths and weaknesses, and respond to opportunities and threats in the marketing environment. Additional responsibilities will include the development of the organisation's branding strategy as well as controlling promotion, pricing and distribution strategies for all the company's products.

Suggested qualifications: Educated to degree level or equivalent with considerable experience. Is also likely to have gained, or be working towards, professional qualifications (CIM).

M91 Sales/Regional Sales Manager

Reporting to the Sales / Marketing Manager (or Director in smaller organisations) the job holder is responsible for all sales activities carried out within a defined geographical region or for a specific product(s). Duties may include the recruitment and training of sales representatives and ensuring all sales targets are met. Additionally, close liaison with the customers and the sales office will be required to ensure customers' needs are met and orders secured.

Suggested qualifications: Experience in sales e.g. as a (technical) sales representative. Detailed knowledge of product will be required.

M94 Customer Services Manager

Reporting to Sales or General or Operations Manager the job holder will be responsible for maintaining good relations with the company's customers. Additional responsibilities will include developing and maintaining an effective after-sales service, developing and reviewing customer relations policies as measured against performance targets and ensuring that product and service quality standards are maintained. The job holder is likely to manage a team of Customer Service Representatives/Advisors.

Suggested qualifications: Likely to be educated to degree level or equivalent with experience in a customer service function.

M95 Commercial Manager

The job holder will be responsible for the management and control of a Sales team and the commercial activities of specific projects, products or business units. Will manage relationships with key customers and develop opportunities for future growth. Broad experience of sales, marketing, relationship management, engineering and project management would be required as well as a strong commercial acumen. Alternative job title may include Business Development Manager.

Suggested qualifications: Educated to degree level or equivalent with considerable experience in a sales / commercial / engineering background.

M96 Area Sales Representative

Reporting to the Sales/Regional Sales Manager or Commercial Manager, the job holder is responsible for developing a robust customer network and promoting new business in a specific area/location. Will travel frequently to meet with new clients and manage existing customer relationships. May also be responsible for preparing sales documents and providing after-market care for customers, but is unlikely to be required to have any technical knowledge of company products. Works with the rest of the sales team to meet sales targets and promote the company brand. Alternative job titles may include Regional Sales Representative, Field Sales Representative. Please exclude office-based sales roles.

Suggested qualifications: Will possess experience in B2B and/or field-based sales. May have also gained or be working towards professional sales/marketing qualifications.

J90 Sales Executive

Responsible for generating leads and maintaining customer relationships. Performs this task in the office via telephone or email. May also attend sales meetings with potential clients and support Sales Representatives. Likely to be required to meet sales targets.

Suggested qualifications: Will possess experience in sales. May have also gained or be working towards professional sales/marketing qualifications.

Graduates**G01-06 Graduate**

Please only include details of employees that commenced employment with your company within the last year, and within 12 months of graduation from their degree, i.e. 'new graduates' and are likely to be on a formal graduate induction / training programme. When completing this questionnaire you will need to identify the job categories into which your graduates are employed, as indicated below:

Engineering, Finance, Human Resources, Information Technology, Sales and Marketing, Other

Suggested qualifications: Educated to degree level within the last twelve months.