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| 1. **JOB DETAILS** | | | |
| **Job Title:** | Senior Test Engineer | | |
| **Department:** | Transformer Test | | |
| **Location:** | Loughborough | | |
| **Report To:** | Operations Manager- BTL | | |
| **Date:** | 09.05.2022 | | |
| 1. **JOB SUMMARY** | | | |
| *Describe the main purpose of the position in two or three sentences. Answer the question, “why does the job exist?”.*  Carrying out routine, type, and special tests on Power Transformers.  Handling customer during FAT and following international & national standards | | | |
| 1. **KEY RESPONSIBILITIES** | | | |
| *List and describe key responsibilities for this position in concise, comprehensive sentences using action verbs. For each key responsibility, describe in simple terms what the job holder must do to accomplish the main purpose of the job. Note: These statements are not intended to be an exhaustive list of all responsibilities and duties; include “Performs other related duties as assigns” as the last job responsibility in this section.*   * Responsible for carrying out all the routine tests, Type tests and special tests on the Power Transformer as per the International and National Standards. * Perform in process testing at various stages of manufacturing * Complete and maintain Test Record sheets. * Ensuring and maintaining calibration of all the test equipment. * Knowledge of Impulse test and Partial discharge testing on transformers. * Analysing and fault finding for Partial Discharge test failures * Fault finding/investigations as required by design or production. * Knowledge of heat run test results calculation. * Able to prepare test procedure/ITPs as per customer requirement * Responsible for the maintenance of the test equipment and various high voltage test gears like generators, transformers, switchgears used for carrying out the tests on the transformers. * Assist the test manager in planning of the daily and weekly testing activity. * Responsible for carrying out customer witness testing. * Raise non-conformance records for all non-compliant components including sign off where required. * Responsible for training and support for Apprentices, Test Engineers and other members of the team. * Support in the creation of risk assessments and safe working procedures. * Support with regards to purchase of new or replacement equipment using areas of expertise. * The Senior Test Engineer should be fully competent with all aspects of their job description & be able to demonstrate a high degree of competence in all areas of Test activities. * The job description is not to be regarded as exclusive or exhaustive and you may be required to undertake various duties as may reasonably be required of you by the Company. | | | |
| 1. **KEY PERFORMANCE INDICATORS** | | | |
| *A key performance indicator (KPI) can be used to measure and monitor the outcome of job responsibilities. Answer the question, “what are the expected results of the job responsibilities and how can this be measured?”.* | | | |
| **Indicator** | | | **Measure** |
| * Health & safety performance * Individual Performance * Quality improvement | | | * Test capacity utilisation * Accuracy of test by First time right * SIO’s raised monthly basis * No of units tested |
| 1. **COMMUNICATION & WORKING RELATIONSHIPS** | | | |
| *List the key internal and external contacts the roles will be responsible for communication with on a regular and on-going basis.* | | | |
| **Internally** | | | **Externally** |
| * Operations, Project Management, Engineering, Procurement, Service, Sales, and other relevant stakeholders | | | * Customers during Factory Acceptance Test |
| 1. **QUALIFICATIONS, KNOWLEDGE, EXPERIENCE, AND SKILLS** | | | |
| *Describe the education level, professional designations, specific knowledge, previous experience, skills and abilities required to meet minimum requirements for this role.*  **Qualifications**   * Minimum qualifications Bachelor of Electrical Engineering/ relevant alternative   **Skills**   * Competent user of Microsoft Office, particularly Excel.   **Knowledge**   * Sound understanding of electrical circuits and IEC/ENAT/ANSI Standards   **Experience**   * Distribution/Power Transformer Testing background | | | |
| 1. **KEY COMPETENCIES** | | | |
| *Competencies describe how the job responsibilities should be performed. Define the observable behaviours required to succeed in the role and support our core values.*   * Customer focused * Excellent Electrical test skills * Attention to detail * Lateral thinking and problem solving * Influencing skills * Ability to adapt * Excellent communication skills across all mediums | | | |
| 1. **PREPARED BY:** | | | |
| Title: | | Operations Manager | |
| Name: | | Atish Dalai | |
| Date: | | 09.05.2022 | |
| 1. **APPROVED BY:** | | | |
| Title: | | Click here to enter text. | |
| Name: | | Click here to enter text. | |
| Date: | | Click here to enter text. | |
| 1. **HR REVIEW BY:** | | | |
| Title: | | Click here to enter text. | |
| Name: | | Click here to enter text. | |
| Date: | |  | |

**Action Verbs**

For the job summary and the key responsibilities, consider using action verbs such as those below:

* Advise
* Analyze
* Attend
* Authorize
* Budget
* Consult
* Coordinate
* Counsel
* Create
* Design
* Determine
* Develop
* Direct
* Establish
* Evaluate
* Execute
* Follow-up
* Forecast
* Help
* Identify
* Implement
* Interpret
* Investigate
* Issue
* Lead
* Maintain
* Manage
* Negotiate
* Organize
* Plan
* Prepare
* Recommend
* Research
* Resolve
* Review
* Supervise
* Supply
* Verify
* Write

**Key Performance Indicators (KPIs)**

KPIs describe the outcomes or results that are expected from the job and how this can be measured. For this section of the job description, provide a list of KPIs and their measurements. This information can also be used in the performance management process. Sample KPIs are provided below:

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| --- | --- |
| **Indicator** | **Measure** |
| Process invoices accurately and in a timely manner | Deadlines met; minimal re-work required |
| Complete project work on time and on budget | Deadline met; budget met |
| Provide positive and pro-active service to customers | Positive customer feedback |
| Effective management of team | Reduced turnover; increased productivity |