

Job Description

Junior Design Engineer

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To be the leading global company in the design, delivery and management of critical communication solutions for safe and resilient communities.

Position Title:	Junior Design Engineer
Functional Group:	Engineering & Supply Chain
Reports to:	Project Manager/Team Leader
Completed by:	HR

Background

Tait Radio Communications is a global leader in designing and delivering radio solutions which are the right fit for a variety of industries including; public safety agencies, government services, utilities and urban transport providers. Across the world, users of Tait products and services are better able to protect themselves and the public, be more responsive and more productive.

While several corporate functions are based in Christchurch, New Zealand, the company prides itself on its international customer base and global support network. The company works with a network of sales offices, dealers, system integrators and consultants that span the globe.

Customers the world over turn to Tait for developing solutions, migrating systems, customising features, configuring networks, training users, supporting engineers and deploying a full suite of installation services. Customers commit to Tait because Tait people have a proven track record of taking the time to listen, understand and act upon customer requirements.

Now entering its fifth decade, the company has single-mindedly pursued the vision of its founder, Sir Angus Tait. He knew that people count, experience matters and integrity is paramount. Angus also believed radio communications is a challenge for the specialists. For the dedicated team at Tait, there is no greater accolade than customers recognising them as the radio solutions people.

Scope of Role

The Junior Design Engineer is a training and learning position in which the employee is expected to develop foundation skills. The Junior Design Engineer will work towards this goal by studying available information and by implementing designs in their chosen engineering disciplines as directed. Disciplines cover one or more engineering technology areas, such as mechanical, RF/analogue, digital, software, ASIC, PCB, system or DSP design.

The focus of the position can be in one or more of the following areas:

- product design
- product support
- design methodology and technology.

An individual will qualify for promotion when they have reached a satisfactory level of competency in one or more engineering disciplines as determined by performance appraisal.

Functional Outcomes

The position outcomes specify the tasks which the Junior Design Engineer is expected to carry out. This list is indicative of the role of the Junior Design Engineer and is not exhaustive. Specific objectives in alignment with these outcomes will be agreed between the incumbent, the Project Manager and/or the Technology Leader.

- Familiarisation with Tait methodologies and standards, including:
- Company organisation and structure.
- Tait Quality System.
- Design and test processes, procedures and standards.
- Current Tait products and markets.
- Problem solving techniques.
- Use of relevant test equipment and design tools.
- Use of more general working tools and software applications.
- Design implementation under supervision.
- Matching design tolerances to manufacturing capabilities.
- Execution of specified tests.
- Communication skills demonstrated by written contributions and verbal presentations.
- Participation in both the formal review and peer review of his or her engineering activities.
- If opportunity arises, to demonstrate up-to-date knowledge in the discipline by contributions in technical discussions, writing technical papers/studies and delivering presentations.
- Planning and documenting all activities to the agreed standard.

Team Member Responsibilities

In consultation with your Manager / Team Leader;

- Establish the most appropriate work and project related goals for you personally.
- Ensure that these goals can be directly related to the team plan and your own development needs.
- Break these goals down into specific, measurable and achievable objectives for yourself.
- Document these to form your own Paragon Plan.
- Schedule regular reviews with your Paragon Leader.

Reporting Relationships

Direct line reporting for the Junior Design Engineer is normally through to development project or Design Support management. In the absence of an agreed project or design support assignment line reporting will be direct to a relevant technology leader. Line managers are responsible for providing access to both the opportunities and resources needed to fulfil the outcomes of this position.

The Junior Design Engineer will normally report to a relevant technology leader for matters relating to technical training and development.

Your performance will be appraised regularly by both line manager and technology leader. They will also set and agree project, work improvement, and personal development objectives with you in line with your position outcomes and current responsibilities.

Quality Accountability

All staff are authorised to take suitable action to prevent quality problems within their job area.

Occupational Safety and Health

All staff have an obligation to follow Tait policy and procedures.

You are required to:

- Ensure you know evacuation procedures and the whereabouts of fire exits and fire extinguishers,
- Know who is your firstaider and fire-warden in your area.
- Use Company supplied protective equipment/clothing where necessary.
- Immediately report circumstances you consider may present a hazard to yourself or others.
- Report any accident whether minor/major.

Person Specification

SPECIFIC EXPERTISE

Area of Expertise	Definition
A relevant tertiary qualification and/or relevant experience in the discipline.	Bachelor, Post Graduate, or other appropriate tertiary level NZQA approved qualification
Tait product and market expertise.	Role holder can confidently discuss the range of Tait products, their features etc. and an understanding of the requirements of the market place.

Technical/Professional

Qualifications

Experience

INTERPERSONAL COMPETENCIES				
Interpersonal Sensitivity	Shows consideration, concern and respect for other people's feelings; demonstrates interest in others opinions; is tolerant of differing needs and viewpoints.	P	S	D J
Teamwork	Actively integrates themselves into the team; Co-operates and works well with others in the pursuit of team goals; shares information & feedback keeping relevant people informed of progress, issues or changing requirements that impact on them in a timely manner; supports others, accepts responsibility to reconcile conflict caused by themselves and/or others; respects their work environment and the needs of other team members working in that environment.	P	S	D J
Building & Maintaining Relationships	Able to establish and maintain relationships with people at all levels; forges links with other functions and establishes useful supportive networks; puts others at ease; promotes harmony and consensus through diplomatic handling of disagreements and potential conflict and by remaining alert to changing dynamics.	P	S	D J
Flexibility	Adaptable; receptive to new ideas; willing and able to adjust to changing demands and circumstances.	P	S	D J
Tenacity Resilience	Resilient and persevering; continues to strive for a goal (as long as it is realistically attainable) even in the face of adversity; copes with disappointments and setbacks. Remains calm, stable and in control of themselves, accepting criticism without becoming overly defensive.	P	S	D J

ANALYTICAL COMPETENCIES				
Information Gathering	A self initiated activity; seeks relevant information for problem solving and decision making; consults widely, probes the facts, analyses issues from different perspectives.	P	S	D J
Written Communication Skills	Produces written communications, which are clear, fluent, concise and readily understood by intended recipients.	P	S	D J
BUSINESS AWARENESS COMPETENCIES				
Innovation	Comes up with new and imaginative ideas; identifies fresh approaches; shows a willingness to question traditional assumptions and work 'outside the square'; applied at the right time and directed towards appropriate topics; initiates themselves, or causes others to initiate, process improvement.	P	S	D J
Career and Self Development	Takes responsibility for own development; actively pursues learning and career development opportunities; seeks out and acts upon feedback on own performance.	P	S	D J
DYNAMISM COMPETENCIES				
Drive	Enthusiastic and committed; demonstrates capacity for sustained effort and hard work over long time periods; gets results, ensures that key objectives are met.	P	S	D J
Initiative Personal Motivation	Proactive and self starting; seizes opportunities and acts upon them; originates action and actively influences events.	P	S	D J
Persuasiveness	Able to influence attitudes and opinions of others and gain agreement to or acceptance of proposals, plans and ideas; or behavior change; skilful at negotiating.	P	S	D J
OPERATIONAL COMPETENCIES				
Quality Orientation	Takes personal pride in their work quality; sets high standards of quality for self and others; able to maintain work standards over time; aware of quality goals and standards; follows quality methods and standards; follows through to ensure that quality and productivity standards are met.	P	S	D J

Confidentiality of Information

During and after your period of employment you have an obligation to not disclose Tait technological or business information to any persons or organisations if it is not directly relevant to the tasks you are performing for Tait. If you are ever in doubt about any confidentiality issue, first get permission from your manager before you act.

You are also obliged to not use or allow the use of Tait proprietary information in original or adapted form for work in a field that competes with or prejudices the interests of Tait.

Tait retains the rights to the intellectual property that you develop. (These aspects are more fully described in Appendix Two of the Tait Core Conditions of Employment.)

Non-Limitation Clause

This job description is not intended to be a complete or limiting description of the functions that the employee may reasonably be requested to undertake.

I have read and understood the contents of this job description.

.....
Signed (employee)

.....
Date

..... (print name)

.....
Signed (employer)

.....
Date

..... (print name)