

# JOB DESCRIPTION



**JOB TITLE:** Process Engineer

**REPORTS TO:** Departmental Manager

**RESPONSIBILITIES:** Overall Responsibility to deliver the engineering scope of work to a project schedule whilst taking cognisance of project costs

**BASED:** Head Office in North East of England

**START DATE:** TBC

**DURATION:** TBC

**RENUMERATION:** TBA

**HOURS OF WORK:** 37 hrs/week / flexitime - core hours Mon Thurs 9:00–16:00 Fri 9:00–12:30

## PRIMARY PURPOSE OF ROLE

- To be part of the Design Team responsible for the production of technical documentation to high professional standards within challenging programmes and budgets

## ESSENTIAL QUALIFICATIONS

- Degree Qualified Chartered Engineer

## ESSENTIAL EXPERIENCE

- Background in Chemical/Petrochemical/Oil & Gas Industries
- Minimum 10 years experience in a line management position relating to Process Engineering Design

## ESSENTIAL SKILLS / KNOWLEDGE

- English Language – written, spoken and technical
- Thorough knowledge of engineering practices, codes and regulations relating to the Process Industry
- Ability to convert data sheets or technical communications into Engineering Documents
- Ability to read drawings from other Engineering disciplines
- Ability to design/work to International Standards and Codes of Practice
- Ability to Liaise/co-ordinate work with other disciplines
- Awareness of Quality Management System philosophy

## ESSENTIAL SOFTWARE KNOWLEDGE

- IT literate
- Familiar with Process Engineering Software

## KEY TASKS AND MAIN DUTIES

- Supervise and allocate work to engineers and designers
- Deliver the engineering scope to design budgets and programmes
- Co-ordinate/liaise with other Engineering disciplines/client/package vendors
- Prepare, check and/or approve design calculations, specifications, data sheets, reports, scope of work and drawings to International Standards and Codes of Practice
- Monitor work for compliance to applicable codes, accepted engineering practices and client standards
- Interpret vendor and other discipline drawings/information
- Attend and participate in risk reviews, planning reviews and model reviews.
- Identify and raise scope changes
- Comply with Company Quality Manager Systems
- Report to Department Manager and Project Manager
- Other professional duties reasonably required

## ESSENTIAL QUALITIES

- Good communicator / interpersonal skills
- Versatility and flexibility
- Pro-active and self motivated
- Commercial awareness
- Professional and responsible attitude