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| **Job Title:** | Configuration Co-Ordinator | **Job Holder:** | -- |
| **Division:** | -- | **Grade:** | -- |
| **Discipline Area:** | Configuration Management | **Last Updated:** | August 2025 |

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| **Job Purpose:** |
| As a Configuration Co-Ordinator, you will be helping provide administrative support for the newly formed Configuration Management (CM) Department.  Act as gatekeeper to tasks submitted to CM via the Product Lifecycle Management (PLM) system liaising with originators to ensure all required information is entered correctly to meet business policy. Check for duplication and ambiguity liaising with users to resolve.  Monitor agreed Service Level Agreements (SLAs) for change, documentation and part approvals. Progress chase overdue items, escalate unresolved issues to relevant line managers.  Collect key metrics and extract configuration status accounting reports from PLM distributing to the business to provide an overview of all active configuration management tasks helping us meet the requirements of ISO 9001/ ISO 10007 and SLAs.  Assist the Configuration Manager & Configuration Engineers by performing the day-to-day administration tasks associated with the structured release of documentation, Bills of Materials (BoM’s) plus part data to the business and from PLM through to Enterprise Resource Planning (ERP).  Perform the administration tasks associated with the company change, deviation and concession processes. Where required assist the Configuration Manager & Configuration Engineers in the preparation & execution of Functional & Physical Configuration Audits.  Support the business in the implementation of ARAS innovator PLM, helping scope best practice process.  The role will see the job holder joining a successful engineering company, who have ambitious plans to develop new and technologically challenging markets across the world. The job holder may be required to occasionally work at SEAs other locations and from customer and supplier sites. |
| **Responsibilities:** |
| * Provide administrative support for the newly formed CM department. * Act as gatekeeper to all tasks submitted to Configuration Management. * Deputise for the Configuration Engineers where required. * Provide a Status Accounting & Reporting service of active CM tasks to the business to ISO10007. * Provide help & guidance to users on CM process. * Support Continuous Improvement. |
| **Key Result Areas:** |
| The jobholder will be expected to: |
| **General**   * Understand and implement the company environmental, health & safety policy by accepting individual responsibility and responsibility for those personnel under their authority, including others who may be affected by the company’s activities. * Ensure personnel are aware of their responsibility towards H&S and are equipped accordingly. * Always set a strong personal example regarding all health and safety matters. * Always set a strong personal example regarding all health and safety matters. |
| **Values:**   * **Safety First –** We operate safely and responsibly, protecting each other and the environment * **One SEA Team –** We are in this together. One team, working ethically, respectfully & professionally. We take responsibility and challenge each other constructively * **People Focussed –** We all contribute to making our culture one that is supportive and empowering; where everyone can grow and develop, feel valued and rewarded. We prioritise a healthy work-life balance * **Delivery Excellence –** We exceed our commitments by delivering timely, quality outputs whether that’s for each other or our clients and partners. We are always looking for ways to innovate and continuously improve * **Trusted Partners -** We partner strategically, collaboratively and always with integrity, whether that is between us inside SEA or externally |
| **Qualifications, Skills and Training:** |
| A methodical approach to your work and good attention to detail is essential.  Computer literate & proficient in the use of the Microsoft toolset.  Previous experience of CM or a relevant discipline is advantageous, however full training can be provided to the right candidate.  CM2 accreditation or qualification in a relevant discipline is advantageous.  Previous experience of PLM & ERP systems is advantageous however full training can be provided to the right candidate.  Previous experience of working within the defence sector is advantageous. |
| Reporting Line  Configuration Manager |
| Job Location  The role is based at the Barnstaple Office, with homeworking as agreed with the Line Manager. |
| **Job Holder Declaration:**  I accept the purpose and key result areas of my role with SEA are as outlined above.  Signature:­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Line Manager Declaration:**  I confirm that the purpose and key result areas of this role are as outlined above have been agreed with me as line manager.  Signature:­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |