

# Job Description

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|-------------------------|--------------------------|----------------------|--------------|
| <b>Job Title:</b>       | Configuration Engineer   | <b>Job Holder:</b>   | --           |
| <b>Division:</b>        | --                       | <b>Grade:</b>        | EN/SN        |
| <b>Discipline Area:</b> | Configuration Management | <b>Last Updated:</b> | January 2025 |

## Job Purpose:

As an SEA Configuration Engineer, you will support the Configuration Manager in establishing a best practice Configuration Management (CM) presence within the company based on the use of ARAS Innovator Product Lifecycle Management (PLM) to CM2 compliant process plus relevant regulatory & defence standards.

Responsible for managing the structured release of Bill of Material (BoM) & Part data from Engineering through to PLM & Enterprise Resource Planning (ERP) ensuring data integrity to agreed Service Level Agreements (SLA's). Facilitate the transition of projects / product through the Product Lifecycle providing scalable governance.

Responsible for managing the approval & release of documentation within PLM to agreed SLA's.

Help establish & perform the role(s) of the CM2 change specialist(s). Ensure the impact of change is fully communicated & understood by the business. Facilitate a fast-track approval capability to pre-defined company criteria. Ensure Change is fully implemented by all stakeholders in time to meet business commitments

Plan, set the agenda & facilitate Change Review Boards for high impact change. Ensuring change is implemented in time to meet company commitments by all required stakeholders. Apply scalable governance dependant on product maturity.

Responsible for Managing the review & approval of Concession & Deviation requests to meet agreed SLA's, ensuring were appropriate they are incorporated into the change process.

As a service to projects ensure compliance to ISO 9001 / 10007, Def Stan 05-57 plus associated defence, MIL & Nato Configuration Management Standards.

Write project specific Configuration Management Plans upon request.

At key milestones perform Functional & Physical configuration audits, produce reports. For audit failures collaborate with Engineering, Manufacturing & Quality to ensure any major non-compliance issues are resolved & re-audited to the satisfaction of the Configuration Manager include in the report any minor non-compliance issues to be addressed at a later stage for a conditional pass.

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 will be required to work occasionally at SEAs other locations and from customer and supplier sites.

## Responsibilities:

- Support the Configuration Manager in the rollout of ARAS Innovator PLM & CM2 process within the company.
- Deputise for the Configuration Manager & Configuration Administers as required.

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- Advise the business of best practice Configuration Management process.
- Provide help & guidance to the Configuration Co-Ordinators in the performance of their tasks.
- Perform the Change Specialist roles of CM2 ensure a compliant closed loop change process across the business to agreed SLA's.
- Manage the structured release of BoM & Part data from Engineering through to PLM & ERP.
- Provide CM Process, to ISO 9001 / 10007 / AS9100 & other standards in terms of Configurable Item Identification, Planning, Change Management, Status Accounting, Verification & Audit as a service to projects / products.
- Write project specific Configuration Management Plans upon request.
- Manage the Deviation & Concession request process & incorporate into the change process where required to agreed SLA's.
- Conduct Functional & Physical Configuration Audit's to ensure products adhere to their released requirements.
- Support Continuous Improvement process development.
- Manage the approval, release & use of master company data within PLM & ERP.

## 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.
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- 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.

### 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:

CM2 accreditation is desirable; training can be provided.  
HND or equivalent in a relevant discipline.

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Minimum of 2 years' experience within a Configuration Management discipline ideally within the defence sector manufacturing environment.  
Experience of ARAS innovator PLM is desirable or other equivalent PLM system; training can be provided.  
Methodical approach to your work with attention to detail.  
Good understanding of the manufacturing product lifecycle.  
Computer literate & competent in the use of the Microsoft toolset.

**Reporting Line**

The jobholder will report to the Configuration Manager

**Job Location**

The job will be in the Barnstaple Office, with some 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: \_\_\_\_\_