

# Job Description

<b>Job Title:</b>	Configuration Manager	<b>Job Holder:</b>	--
<b>Division:</b>	--	<b>Grade:</b>	SC
<b>Discipline Area:</b>	Configuration Management	<b>Last Updated:</b>	January 2025

<p><b>Job Purpose:</b></p> <p>As Configuration Manager, you will establish &amp; manage a best practice Configuration Management presence within the company based on the use of ARAS Innovator Product Lifecycle Management (PLM) to CM2 compliant process, ensuring master data integrity.</p> <p>Establish &amp; manage the Configuration Management team to provide a Configuration Management service to the business encompassing the identification &amp; control of product Configurable Items (CI's) to satisfy the requirements of ISO 9001 / 10007, Def Stan 05-57 plus associated MIL &amp; Nato Configuration Management Standards as applicable.</p> <p>Establish &amp; maintain a full set of Configuration Management business procedures &amp; policies, ensure compliance.</p> <p>Overall Responsibility for the structured release of Bill of Material (BoM) &amp; Part data from Engineering through to PLM &amp; Enterprise Resource Planning (ERP) ensuring data integrity to agreed Service Level Agreements (SLA's).</p> <p>Overall Responsibility for the transition of projects throughout the product lifecycle to align with the milestone &amp; gate process. Define &amp; provide scalable CM governance dependant on lifecycle stage.</p> <p>Establish, manage &amp; provide oversight of the CM2 change process, In collaboration with Engineering, Projects, Quality &amp; Manufacturing define the fast-track criteria to allow fast track of up to 80% of change. Ensure the impact of change is fully understood, costed &amp; communicated prior to implementation.</p> <p>Act as the chair of the Change Review Boards for high impact change. Responsible for ensuring change implementation is in time to meet the business need, providing clear task prioritisation to the Configuration Management team to be able to do so.</p> <p>Overall responsibility of the Concession &amp; Deviation approval process.</p> <p>Represent Configuration Management at project milestone, gate review &amp; management meetings, ensuring accurate status accounting service to gauge product maturity. Ensure both Functional Physical Configuration Audits are performed at key milestones.</p> <p>Establish &amp; provide a set of accurate metrics for Configuration Management activities to gauge departmental performance &amp; act as a driver for business improvement. Oversee the escalation of overdue items outside of their agreed SLA's to be business.</p> <p>Write project specific Configuration Management plans upon request as a service to projects. Act as approver for all Configuration Management documentation produced by the Configuration Management team.</p> <p>Decision maker for all Configuration Management non-compliance issues highlighted by the Configuration Management team.</p>
---

# Job Description

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:

- Key stakeholder in the rollout of ARAS Innovator PLM & data input into ERP.
- Establish & Manage the Configuration Management Team
- Establish & manage CM best practice using ARAS PLM & CM2 process.
- Provide a Configuration Management service to the business to support ISO 9001 / 10007 Def Stan 05-57 & other applicable CM standards.
- Overall responsibility for the release of documentation, BoM, Part & change data in PLM & it's transition to ERP to meet business commitments to agreed SLA's.
- Manage the Deviation & Concession process & incorporation into change where required to agreed SLA's.
- Provide guidance & where required conduct Functional & Physical Configuration Audit's to ensure products adhere to their released requirements.
- Write Project / Product specific Configuration Management Plans upon request.
- Provide expert CM guidance support & where needed training on PLM, Change & Configuration best practice.
- Collect & publish a full set of CM metrics
- Support Continuous Improvement process development.

## Key Result Areas:

The jobholder will be expected to:

- Support the business in implementing ARAS Innovator PLM system, ensuring data integrity.
- Assume the roles of Configuration Engineer & Configuration Co-Ordinator where required.
- Be the Configuration Management & CM2 spokesperson within the business.
- Establish & Manage the Configuration Management team.
- Represent Configuration Management at reviews & meetings.
- Be responsible for all Configuration Management process.

## 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.
- Always set a strong personal example regarding all health and safety matters.
- 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.

# Job Description

**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; training can be provided.  
 Degree, HND or equivalent experience in a relevant discipline.  
 Minimum of 5 years' experience within Configuration Management ideally within the defence sector.  
 Experience of ARAS innovator PLM is desirable or other equivalent PLM system; training can be provided..  
 Proven ability to manage a team.  
 Proven ability to communicate at all levels.  
 Comprehensive understanding of the electronic manufacturing product lifecycle.  
 Good understanding of ERP systems.  
 Methodical approach to your work with attention to detail.  
 Computer literate & competent in the use of the Microsoft toolset.

**Reporting Line**

The jobholder will report to

**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: \_\_\_\_\_