

# CAREERS

## JOB DESCRIPTION

Job Title: EMC Laboratory Supervisor

Department: EMC Laboratory

**Hours: 37 1/2 hours per week (Monday to Friday)**

Reporting to: Technical Manager

Responsible for: EMC Engineers

Employer: **Electronic Test & Calibration Ltd (“ETC” and/or “the Company”)**

Grade: TBA

## MAIN RESPONSIBILITY

EMC Test Supervisor

## STATUS

**The EMC Supervisor position is a functional segment of Electronic Test & Calibration Limited’s Electromagnetic Compatibility Testing department.**

The key responsibility of this role is to complete all required EMC testing in the appropriate timeframe at the high level of quality sold by ETC and to oversee the day to day operations of the department.

## MAIN PURPOSE

**The primary role of an EMC Engineer. Further, to organise the ‘day to day’ running of the EMC Laboratory and to supervise work-flow in an efficient and cost-effective manner.**

To supervise EMC Laboratory personnel in the performance of their work, ensuring appropriate resources, supervision, and training.

**To maintain UKAS and ISO quality standards and EMC Laboratory adherence to the Company’s Health & Safety Policy, at all times.**

## SUPERVISORY DUTIES

- Ensure all EMC Laboratory personnel undertake their duties in a safe and controlled manner in **accordance with the Company's H & S Policy.**
- Ensure and maintain a safe working environment in the EMC Laboratory at all times.
- Allocation of work to all EMC Laboratory personnel.
- Monitor progress and timely completion of work within EMC Laboratory and to ensure accurate recording on Job Navigator and/or any other system adopted by the Company.
- Ongoing review of EMC Certificate templates.
- Continual review and implementation of improvements in accordance with all Company Quality Systems.
- Educate and train EMC Laboratory personnel, in all Company and Accredited body (ie. UKAS, ISO) policies and procedures.
- Implement and record quality audits within the EMC Laboratory and to forward results onto the **Company's Quality Manager as requested.**
- Contract Review (as set out in Company Quality Manuals and Procedures).
- Identify and bring to the attention of the EMC Laboratory Manager, internal and/or external EMC Laboratory personnel development and training needs.
- Mentor and train EMC Laboratory Engineers in EMC measurement procedures; authorized and approved work methods, consistent with good practice and Company policy.
- To ensure sufficient training of EMC Laboratory personnel and that resources are in place and available, to complete work, within Company deadlines.
- Compose, review, check (technical content, adherence to quality standards, grammatical and cross-referencing), authorize and sign work completion certificates and reports in accordance with Company and Accredited Body (i.e. UKAS, ISO) requirements and procedures.
- Any other supervisory duties as directed by the EMC Laboratory Manager and/or the ETC Technical Manager and/or Board of Directors.

## OPERATIONAL DUTIES

- Undertake the role of an EMC Test Engineer (commercial and military EMC testing, Antenna, CNE and system calibrations.)
- **'Onsite' EMC testing as required.**
- **'Other' testing as and when required (e.g. electrical safety, insulation resistance, power line etc.)**
- Contract review and to liaise with customers (and suppliers as necessary) and sales personnel (i.e. technical queries, quotations, planning).
- Customer (or to third party) presentations.
- Help the EMC/Technical manager to ensure that resources are in place and available, to complete and turn-around work, within Company deadlines.
- To ascertain correctness of information and customer requirements prior to testing (and ensuring same during and after testing).
- Identify customer equipment faults, and/or outside specification and to implement a customer authorized solution.
- Ensure the Company has the appropriate quality standards, procedures and accreditations (ie UKAS, ISO) to carry out and report on the testing and to update the standards, procedures and accreditations as necessary.
- Help the EMC/Technical Manager monitor progress and timely completion of work within EMC Laboratory.
- **Ensure customer equipment is 'safety checked' prior to testing.**
- To help train new EMC personnel in, and to ensure, accurate recording and use of EMC and Company software (i.e. EMC Scan, manufacturer propriety software, Navigator and/or any other system adopted by the Company).
- Compose, review, check (technical content, adherence to quality standards, grammatical and cross-referencing) reports in accordance with Company and Accredited body (i.e. UKAS, ISO) requirements and procedures.
- Help in the ongoing review of all EMC certificate and report templates.
- Identify and bring to the attention of the EMC/Technical Manager testing equipment requirements (i.e. new, replacement, maintenance).
- Continual review and implementation of improvements in accordance with all Company Quality Systems.
- Identify and bring to the attention of the EMC/Technical Manager, EMC Laboratory personnel development, training needs and recruitment.
- Help to mentor and train EMC test engineers (and other departmental personnel) in EMC application, techniques, and methodology.
- To help the EMC/Technical Manager to authorize and approve work methods consistent with good practice and Company policy.

- To assist the EMC Sales office and EMC/Technical Manager with EMC sales quotes where needed.
- Any other duties required by the EMC Manager, Technical Manager and/or Board of Directors.