

# Career Opportunity

**Job Title:** Test Engineer

**Vacancy Ref:** 10/147

**Dept:** Certification Services

**Location:** Loughborough

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## Job Purpose:

Evaluation of gas, electrical or oil-fired appliances and/or components – primarily for safety, efficiency, fitness for purpose or against bespoke customer requirements.

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## Dimensions, Accountabilities, Nature and Scope:

- Delivers projects or tasks allocated by Operations Manager or Certification Engineers with an individual value of up to £30,000 and an annual total value of up to £200,000.
- Typically delivers around 50 projects per annum.
- Involved in many projects simultaneously.
- Use of a number (20) of specialist test facilities and instruments with values of £10k's
- Working knowledge of up to 20 International, European or British standards and/or other relevant documents and procedures.
- All work is normally performed on BSI premises.
- Has limited contact with dozens of clients to discuss progress and/or problems with current projects.
- Undertake product evaluations allocated by the Operations Manager or a Certification Engineer without deviating from the pre-agreed programme or standard test procedures.
- Maintain a complete and traceable record and/or report of all evaluations performed, along with records of instrumentation used and conclusions drawn from these evaluations.
- Operate in accordance with the Certification Services quality system.
- Maintain confidentiality of test data and client equipment.
- Supervise client's personnel participating in test or repair work with Certification Services laboratories.
- Work in a safe way.
- Liaise with Business Support to ensure project plans are maintained accurately so as to ensure business finances are accurately reflected.
- Maintain accurate and traceable records of time, expenditure and associated activities undertaken within each project to support accurate client billing and to facilitate profitability analysis of projects.
- Achieve and maintain levels of professional competence required to discharge duties to the standards required by Certification Services accredited and non-accredited quality system procedures.
- Develop/design/build new test equipment to support the growth of Certification Services' activities into new areas.

## Job Context

- The job holder operates with a Technology Business, which is run as a stand-alone profit centre.
- Projects delivered by the business are relatively short term, and high quality, "right first time" product evaluation is crucial to the business achieving customer satisfaction and achieving its commercial targets.
- The business faces aggressive competition in a stable or slowly growing market that can be subject to major regulatory changes.
- The Test Engineer delivers UKAS accredited (and unaccredited) product evaluation activities on gas, electrical and oil-fired products.
- Almost all clients are external to BSI.



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### Problem Faced

- There will be severe pressures of time and resources on all facets of the operation, particularly the preparation and issue of quotations and reports.
- Will operate with minimal supervision within BSI's premises and Jobholder has to evaluate products against Standards that are frequently non-prescriptive, and this will require a degree of judgement and experience.
- Jobholder's judgements will be the basis for certification decisions taken by the business (subject to review). Too "safe" may lead to client dissatisfaction and loss of business to competitors; too "relaxed" may adversely affect the UKAS accreditation or Notified Body status of the business.
- Frequently deals with flammable gases and mains voltage electrical parts.
- Most equipment is evaluated only once and may be expensive development or prototype samples.
- Will need flexibility to deal with a broad range of equipment types relating to gas-fired, electrical and oil-fired appliances and control devices for use in residential, commercial or industrial applications.
- Will need to exercise diplomacy and tact when dealing with clients and other Certification Services staff.

### Planning and Organisation

- Will plan and schedule around 50 individual projects per annum.
- Will actively reschedule projects in the light of the outcome of evaluations, late delivery of samples or lack of information from clients.
- Manages own time to achieve an appropriate balance between targets for delivery and development activities.

### Direction Received

- Jobholder is expected to operate with minimal day-to-day supervision.
- Will be allocated projects by the Operations Manager or a Certification Engineer who will review and approve judgements made.
- Meets with Operations Manager and Certification Engineers as necessary to review work.

### Working Contacts

- Will have frequent (daily) contact with Operations Manager and all other Certification Services staff as required.
- May have contact with clients to discuss progress or problems with current projects

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### Candidate Specification:

- HND or equivalent in a relevant technical subject
- Training or experience in testing techniques used in certification services or similar laboratories. Including familiarity with quality requirements detailed in relative international good-practice documents (such as ISO 17025).
- Familiarity with IT systems and their application to commercial and technical processes.
- Relevant experience of working with gas appliances and associated components, including experience testing similar equipment
- Has, or can rapidly acquire, familiarity with up to 20 published standards relating to gas-fired, electrical or oil-fired appliances, equipment and/or components
- Formally approved and recorded training in the specific procedures undertaken for which Certification Services has UKAS accreditation for product evaluation

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**Contact: Please forward CV with brief covering letter to: [bsi.personnel@bsigroup.com](mailto:bsi.personnel@bsigroup.com)**

If an internal candidate, please advise your manager of your interest in this opportunity.

**Display until 25<sup>th</sup> June 2010**

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