

General Information

Job title:	Inspection Team Leader
Reporting to:	Quality Manager
General purpose: <ul style="list-style-type: none">• To manage the priorities within the Inspection Department• To ensure that products entering the business are adequately inspected and handled in accordance with company operating standards, that they are true to drawing and adhere to all requirements.• To ensure compliance to customer and third-party requirements and standards of all quality related activities.• Identification of deficiencies, co-ordination and implementation of corrective action and recommending means to improve quality and efficiency.	
Key deliverables and Responsibilities: <ul style="list-style-type: none">• Supervising the day to day running of the Inspection Department• Provide guidance and support to the Inspectors• Manage the Inspection Priorities working and communicating with relevant departments daily and as required• Manage, review and action the Inspection Queries• Manage, review and action shelf life inventory within the company• Manage, review and action Product Non Conformities and supplier returns• Support continuous improvement activities regarding product quality to identify ways to improve the processes• Perform dimensional, visual and documentation inspection on incoming parts from vendors, customers and outgoing products for shipment to customers• Identify and perform material / parts for ad hoc sample inspection based on customer feedback, non conformance and / or part criticality• Document and review the Inspection results and outcomes / dispositions by completing detailed reports / inspection checklists and performance records• Create, Manage and Review FAIRs in accordance with AS9102• Assist and participate with the investigation of Root Cause failure mode investigation of customer feedbacks, returns, etc• Document product quality issues / concerns into Quality Concerns and liaise with relevant stakeholders to identify and implement areas of improvement• Determine and oversee inspection standards for incoming goods <p>N.B. This list is not exhaustive, and you may be required to perform other work-related tasks as and when required.</p>	

Requirements – experience/qualifications:

- Working knowledge of aerospace regulations
- Knowledge of Problem Solving Techniques and Tools
- Knowledge of AS9102 and ISO 2859-1
- Ability to read and understand technical data including drawings and specifications, etc
- Prior experience of using measuring equipment such as micrometres, verniers, etc.
- Preferably Technical engineering apprenticeship served
- Must be computer literate and familiar with Microsoft Outlook, Word, MS Office.
- Numeracy and literacy skills
- Previously worked within an Inspection / Quality Job Role
- Ability to understand paperwork trace documentation

Requirements – personal characteristics

- Proven ability to positively communicate with colleagues and customers in order to form and maintain good teamworking relationships
- Strong written and spoken communication skills together with a positive attitude; demonstrated in all correspondence (telephone, face-to-face and e-mail)
- Organisation, time management, prioritising and the ability to handle a complex, varied workload
Ability to work on own initiative
- Analytical and problem-solving skills
- Good decision-making and the ability to lead and manage teams and projects
- Attention to detail but also the ability to see the implications for the bigger picture
- Strong commercial awareness and customer service ethics
- The ability to manage staff.

