JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Apprentice Industrial Engineer	**Location:** Hunmanby
Department: Industrial Engineering	**Contract:** Full Time
Reports To: Industrial Engineer	**Direct Reports:** None

1.0 Job Summary & Role

Deep Sea Electronics is one of the world's top manufacturers of generator controllers, auto transfer switch controllers, battery chargers and vehicle & off-highway controllers. We employ over 200 people across four continents and sell our products to 150 countries direct from our UK head office and through our comprehensive distributor network.

As part of the industrial engineering team, the industrial engineering apprentice will support the implementation of lean manufacturing principles and process improvements to optimise efficiency in production. The role will focus on analysing numerical data, identifying trends, and assisting with performance tracking through key performance indicators (KPIs).
The apprentice will gain hands-on experience in data collection, reporting, and process flow management, supporting the wider industrial engineering team with documentation updates and efficiency improvements. This role will involve collaboration with multiple departments, including health and safety, quality, research and development, and maintenance, as well as external contractors and suppliers.

This role will have a relevant apprentice programme provided running alongside – the successful candidate will be required to attend college one day per week. Following completion of the initial course further opportunities for academic development will be available for the candidate including opportunities up to degree level.

This role may involve National and International Travel.

Training to be provided to achieve role requirements

2.0 Key Responsibilities & Main Duties

Data analysis and KPI reporting

- Collect, analyse, and interpret production data to identify areas for improvement
- Develop and produce daily, weekly, and monthly KPI reports
- Monitor key performance indicators such as production efficiency, defect rates, and cost savings
- Support the analysis of trends in production data to drive informed decision-making

Process improvement and documentation

- Assist in reviewing and updating manufacturing process documentation, including standard operating procedures and control plans
- Support lean manufacturing initiatives, such as process mapping and waste reduction activities
- Participate in time and motion studies, line balancing, and cycle time analysis

Project support and collaboration

- Work with cross-functional teams to support efficiency improvements and problem-solving activities
- Assist in process failure modes and effects analysis (PFMEA) and risk assessments
- Support the management of external contractors, including collation and inspection of risk assessments and method statements (RAMS)

3.0 Key Performance Indicators

- Production Efficiency:
  - Track Percentage improvement in production efficiency
  - Monitor and record reduction in cycle times
- Quality Metrics:
  - Track reduction in defect rates
  - Number of quality issues identified and resolve
- KPI Report Accuracy:
  - Timeliness and accuracy of daily, weekly, and monthly KPI reports
- Process Improvement:
  - Number of processes reviewed and updated
  - Report on number of Lean initiatives successfully implemented
- Risk Management:
  - Manage PFMEA and manufacturing documentation
  - Reduction in identified risks and implementation of corrective actions
- Cost Savings:
  - Cost savings achieved through process improvements
  - Reduction in waste and non-value-added activities
- Employee Engagement:
  - Preparation and release of production handover documentation and departmental ‘Story Books’
  - Employee engagement and feedback on training and process change
- Compliance:
  - Adherence to industry standards and regulatory requirements
  - Number of compliance issues identified and corrected
- Project Completion:
  - Number of projects completed on time and within budget
  - Successful achievement of project goals and objectives

4.0 Essential/Desirable Factors

Knowledge	
Essential: • Strong numerical and analytical skills • Proficiency in Microsoft Office, particularly Excel • Understanding of data analysis and reporting	Desirable: • Interest in lean manufacturing principles • Familiarity with data visualisation tools
Skills & Attributes	
Essential: • Organised and methodical approach to work • Strong attention to detail • Ability to interpret and present numerical data clearly • Good communication and interpersonal skills	Desirable: • Problem-solving mindset • Ability to work independently and manage workload effectively
Experience	
Essential: • No prior engineering experience required	Desirable: • Experience working with data or reporting in an academic or work environment
Qualifications	
Essential: • Minimum grade 4 / C English Mathematics and Science	Desirable: • Further qualifications in mathematics, statistics, or data analysis

Created by	Dated Created
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