



# Gilbert Gilkes & Gordon Ltd

Candidate Brief

## The Appointment

<b>Role Title</b>	Quality Engineer
<b>Reporting to</b>	Head of Compliance
<b>Company</b>	Gilbert Gilkes & Gordon Ltd
<b>Website</b>	www.gilkes.com
<b>Based</b>	Kendal, Cumbria
<b>Remuneration</b>	£26,533 to £36,050
<b>Employee Benefits</b>	Generous Pension Scheme (Employer 10% contribution & employee 4%), Life Insurance (3x annual salary), Access to OH Support, Company sick pay, 25 days holiday plus bank holidays (and the option to buy more!), Free tea, coffee etc, Flexible working and much more...

### Overview

Gilkes has an exciting opportunity for an enthusiastic & motivated **Quality Engineer** to join us at our Kendal facility.

Reporting to the Head of Compliance, you will be responsible for maintaining Gilkes' quality systems in accordance with ISO 9001 and IATF 16949. You will play a crucial role in promoting and implementing quality improvement and the opportunity exists to broaden the scope of the role within the area of compliance.

### Responsibilities

- Maintain Gilkes' Business Management System
- Management & administration of the Material Review Board (MRB)
- Design & implement quality procedures
- Perform Product & Process audits
- Perform MSA & Process Capability Studies
- Gather, analyse & interpret data to improve product & process quality
- Prepare and submit PPAP documentation packages
- Investigation and resolution of customer complaints

### Person Specification

Gilkes is looking for a courteous & professional team player who can bring energy & positivity to the Quality role.

With a solid work ethic and a can-do attitude, diligence & reliability will be essential in providing quality support to other departments.

### The Role

The Quality Engineer plays a crucial role in maintaining & promoting a Quality culture.

The role has the following key elements:

- **Improvement** - actively promoting product & process improvement
- **Auditing** - performing regular audits in line with audit plan
- **Collaboration** - working with internal stakeholders to ensure Quality standards are upheld

### Expectations

- Contribute to & share responsibility for Gilkes' Business Management System
- Represent Gilkes positively & appropriately
- Uphold the Company's code of Conduct

### Experience/personal skills

- HNC in an Engineering discipline
- Professional exposure to a manufacturing environment
- Experience in Quality Systems Auditing (desirable – training will be provided)
- At least 2 years' experience in a Quality role
- Advanced levels of numeracy & literacy
- Automotive core tools training would be an advantage, but training will be provided / offered as required

**To Apply:** Please send your CV and Covering letter to [recruitment@gilkes.com](mailto:recruitment@gilkes.com)



## Background

Gilkes delivers innovative, single source solutions to the Small Hydropower & High Horsepower Engine markets.

Working meticulously with our customers to ensure the very best in product design, total cost of ownership & operational excellence, our range of hydropower turbines and engine cooling pumps deliver solutions to meet the most demanding of technical specifications and environments.

With international credentials earned in over 85 countries, a Royal Warrant and over 165 years of design and manufacturing experience behind us, we are small enough to be agile and responsive, whilst large enough to have the technical and engineering competence needed to be one of the world's leading brands.

Headquartered in Kendal in the English lake district, Gilkes is an independently owned business with circa 160 employees across the world.

We have manufacturing sites in Kendal and Houston, Texas as well as a sales office in Tokyo, Japan.

## Our Purpose

Our values-based approach has been shaped from a 165 year heritage as a family-owned business. We believe in developing ethical business relationships with a positive environmental focus that bring about long-term sustainable success. Our people are committed to ensuring that Gilkes' products make a meaningful difference & provide a platform for the transition to a low carbon economy.

## People & Culture

We strongly believe that our people are the ultimate differentiator & are at the heart of everything we do. It is their passion, creativity, hard work & dedication that enables Gilkes to grow & prosper.

Gilkes invests in its people & in developing a positive organisational culture.

Our four key values are:

- Teamwork
- Integrity
- Excellence
- Commitment

## Current Position & Context

Gilkes is moving fast to adapt to an ever changing economic environment, ensuring we continue to be relevant in our chosen markets.

The organisation recently carried out a strategic review & adjusted its cost base in response to the pandemic.

Pumps is seeing growth & we have had huge interest in our new small marine pump from all of the big players including Caterpillar, Volvo, Scania & John Deere.

The small Hydro market is trending towards energy recovery & we are well placed to fully exploit this with our current product portfolio.

The Hydro aftermarket, especially in the UK, offers real growth prospects for Gilkes and we are aligning Service, Modernisation and Electrical to take full advantage of these opportunities.

## Our Business Model & Strategy

<p><b>What we do...</b></p> <p>We leverage opportunities through our expertise, dedication &amp; agility</p>	<p><b>Client Acquisition &amp; Development</b></p> <ul style="list-style-type: none"> <li>• Our customer-facing teams build &amp; maintain a dialogue with clients based on openness &amp; transparency</li> <li>• We build &amp; maintain our customer relationships based on ethical behaviour</li> </ul>	<p><b>Project Delivery</b></p> <ul style="list-style-type: none"> <li>• Our aim is to deliver projects 100% on-time-in-full</li> <li>• A formal process exists to ensure the most efficient use of resources &amp; competencies</li> </ul>	<p><b>Product Life Cycle Management</b></p> <ul style="list-style-type: none"> <li>• We actively manage &amp; support our products as they transition through their life cycle from New &gt;&gt; Spares &gt;&gt; Service &gt;&gt; Refurbishment</li> </ul>
<p><b>How we do it...</b></p> <p>We continually improve our products &amp; services to support our customer's success</p>	<p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• When required by our customers, we go the extra mile without question</li> <li>• We stand by our products &amp; believe in doing what we said we would do</li> </ul>	<p><b>Focus on Productivity</b></p> <ul style="list-style-type: none"> <li>• Business Excellence is embedded throughout the organisation</li> <li>• We critically review our end-to-end business processes to eliminate non value-added practices</li> </ul>	<p><b>Expanded Offerings</b></p> <ul style="list-style-type: none"> <li>• Expanding our product offerings to meet our customers' needs</li> <li>• Offering solutions with unique value propositions</li> </ul>
<p><b>Our competitive advantage...</b></p> <p>We strive to maintain a high performance workplace for our employees to excel</p>	<p><b>Our People</b></p> <ul style="list-style-type: none"> <li>• We believe our people are the ultimate differentiator</li> <li>• We are working to create a culture of empowerment &amp; achievement</li> </ul>	<p><b>Our Processes</b></p> <ul style="list-style-type: none"> <li>• High productivity is a competitive advantage</li> <li>• Our processes are designed &amp; managed to optimise stakeholder value</li> </ul>	<p><b>Our Agility</b></p> <ul style="list-style-type: none"> <li>• We use mechanisms to identify changes in the external environment &amp; translate these into potential opportunities</li> <li>• We are continually developing our technology portfolio to meet these opportunities</li> </ul>

## Structure & Governance

### The Board

Approves strategy & leads Gilkes to achieve long-term success

#### Chair

- Leads the Board & ensures it operates effectively
- Maintains a culture of openness & debate
- Ensures effective dialogue between the Board

#### Executive Directors

- Day-to-day management of the business
- Implementation of strategy

### The Management Team

Responsible for the ongoing management of the business. Runs the business day-to-day & delivers performance in line with the strategic plan. Meets on a monthly basis led by the CEO.

- Responsible for the development & delivery of business plans & forecasts
- Monitoring of operational & financial performance
- Health & safety management
- Improving quality standards

## Some of Our Customers

### Hydro



### Pumps

