

Head of Department

Function Description:

The direct supervisor of the Head of the Design Department is the Technical Director.

Duties:

- Leads the department organizationally and professionally
- Convenes and manages 1x monthly briefing meetings for all Section staff.
- Monitors and approves the monthly reports of all Section employees.
- It monitors the progress of work on the projects that the Section undertakes. Where necessary, makes the necessary organisational arrangements to ensure the required activities.
- Within the scope of his/her responsibility, he/she signs the technical documentation in the phase of control activities (professional control of documentation)
- Participates in the development and updating of directives, working procedures and instructions related to the activities of the Section.
- Ensures technical-organisational activities according to the instructions of the supervisor.
- He deepens and broadens his professional qualifications and language skills and makes full use of them in the performance of his duties.
- Adheres to Boilen's policies, guidelines, work procedures, safety regulations and other management documentation.
- He shall keep confidential all facts which come to his knowledge in the performance of his duties.

Responsibilities:

- He is responsible for the correctness of the project processing from a professional point of view.
- Responsible for the organisation of work in the section and the use of working capacities.
- Responsible for the training and knowledge enhancement of Section staff.
- Responsible for ensuring that the Section has the technical equipment needed to carry out its work tasks.
- Responsible for the project review process.
- He/she is responsible for the Section's budget and overhead spending.
- It is responsible for the efficient use of the funds entrusted to it.
- Responsible for compliance with the documented quality management system in the section.

Powers:

- Submits proposals for the purchase of technical equipment for the Section.
- It approves the staffing of functions in the project structure and monitors the progress of work on individual projects.
- Approves training requirements for department staff.
- Approves the plan (schedule) for carrying out the work on the project.
- It comments on contracts whose subject matter concerns the department.
- Signs documents in accordance with Directive SM 01 Organisational Regulations