

<b>Job Title:</b> Project Manager	<b>Location:</b> Hunmanby / Mansfield
<b>Department:</b> Engineering	<b>Contract:</b> Permanent
<b>Reports To:</b> Director/Senior Project Manager	<b>Direct Reports:</b> N/A

### 1.0 Job Summary & Role

The Project Manager will work within the Engineering department across all divisions, sites and product lines for Controls and Automation business unit. The Project Manager is responsible for taking a project from inception through to production release as effectively and efficiently as possible using the resources allocated to them. The Controls and Automation consist of UK based Deep Sea Electronics Ltd and Germany based Motortech, with engineering teams and project for both locations.

### 2.0 Key Responsibilities & Main Duties

- Create and deliver detailed project plans encompassing all engineering disciplines.
- Performing detailed effort estimates for the work packages in collaboration with the Supervisors and Lead Engineers.
- Assist engineers in technical requirements capture and documentation.
- Identify risks to projects and mitigate risk with support from stakeholders.
- Maintain project plan through to delivery, working closely with supervisors and senior engineers to ensure visibility and understanding of project content, ongoing risks and progress.
- Present progress, delivery dates, risks and mitigations to stakeholders and senior leadership
- Monitor and report project budget consumption.
- Work dynamically and carry out project administration tasks as required.
- Become an advanced user of the Deep Sea Electronics ERP system.
- Collate engineering documentation and technical construction files for review
- Take on operational responsibility for the release of new products into production.
- Work within and contribute to the company development processes.
- Comply with internal policies and regulatory requirements.

### 3.0 Internal & External Relationships

Engineering Supervisors/Management – capture project progress, optimise resource and project timelines,

Senior Engineers – capture project progress



## JOB DESCRIPTION & PERSON SPECIFICATION



Test and Approvals department – Work alongside the Test and approvals manager to maintain project flow across departments.

Technical Support – ensure product documentation is updated inline with project release.

Product Management – Working with product management team to balance commercial and resource factors.

### 4.0 Key Performance Indicators

- Attention to detail, able to work both individually as a part of a team and self-discipline.
- Ability to work against timescales and motivate a team towards an effective solution.
- Be a positive communicator and build relationships across departments.

### 5.0 Essential/Desirable Factors

<b>Knowledge</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>- SmartSheets, Microsoft Project or comparable to a high level</li> <li>- An understanding of Agile as well as traditional methodologies</li> <li>- Understanding of product development and managing multi discipline teams.</li> </ul>	<b>Desirable:</b> <ul style="list-style-type: none"> <li>- Background in software, electronics or mechatronic development</li> </ul>
<b>Skills &amp; Attributes</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>- Familiar with combined stage gated (waterfall) / agile development approaches.</li> <li>- Risk identification and mitigation techniques</li> <li>- Comfortable communicating with technical engineers.</li> <li>- Used to working to a high-quality standard.</li> <li>- Excellent project leader with problem-solving and trouble-shooting capabilities</li> <li>- Good communication skills and ability to discuss product development and areas of risk.</li> <li>- Enthusiastic and optimistic.</li> </ul>	<b>Desirable:</b> <ul style="list-style-type: none"> <li>- Understanding of embedded software</li> </ul>
<b>Experience</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>- Proven project management experience.</li> <li>- Proven experience in leading new product design, development, and production.</li> <li>- Experience working in engineering project management.</li> </ul>	<b>Desirable:</b> <ul style="list-style-type: none"> <li>- Worked in an engineering department in either the industrial control or automotive company sectors.</li> </ul>



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<ul style="list-style-type: none"> <li>- Strong engineering project planning and management experience</li> <li>- SmartSheets, Microsoft Project or comparable management.</li> <li>- Experience with Atlassian tools, JIRA and confluence.</li> <li>- Working knowledge of ERP systems</li> <li>- Used to working in a high-paced environment.</li> </ul>	
<b>Qualifications</b>	
<b>Essential:</b> -	<b>Desirable:</b> <ul style="list-style-type: none"> <li>- Degree educated in engineering.</li> <li>- Prince 2 or IPMC C qualifications</li> </ul>

<b>Created by</b>	<b>Dated Created</b>
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