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| Job Title: Senior Project Manager | Location: Hunmanby or Mansfield |
| Department: Engineering/PMO | Contract: Permanent |
| Reports To: Engineering Director | Direct Reports: Project Managers |

1.0 Job Summary & Role

The individual will work within the Engineering department across all divisions, sites and product lines for the Controls and Automation business unit.

The Senior Project Manager is responsible for leading a team of project managers in product development from inception through to production release. They will take a pivotal role in the shaping of the product road map and how it is delivered.

The Controls and Automation unit consists of UK based Deep Sea Electronics Ltd and Germany based Motortech, with engineering teams and project for both locations, some European travel will therefore be a requirement.

2.0 Key Responsibilities & Main Duties

- Collaborate with the engineering managers to manage resources to ensure sufficient and appropriate coverage for project requirements.
- Review and project plans to ensure accuracy, completeness, and appropriate levels of detail.
- Work with the Engineering Managers and Project Managers on critical paths to protect and reduce timescales where at all possible.
- Work with the Engineering Project Managers to identify and mitigate areas of project risk to ensure timescales are maintained.
- Work with the Finance team to track project budgets and flag areas of concern.
- Maintain long term resource plans based on the technical and product road maps.
- Take responsibility and ownership of the business unit NPI process, working hands on with internal and external stakeholders to continuously improve systems and practice.
- Assist in identifying skills gaps for talent development and acquisition.
- Assist with the department budgets for engineering equipment, space and tools.
- Maintain existing and identify and introduce new KPIs for project delivery performance.
- Collate and monthly for reporting to the board of directors.
- Handle internal and external audits for quality compliance.



3.0 Internal & External Relationships

Senior leadership and Commercial – Project status reporting and provide delivery dates.

Product Management – Working with product management team in the delivery of the product road map.

Engineering Supervisors/Management – ensure resources are allocated to projects according to priority, mitigation of risks and optimisation of plans.

4.0 Key Performance Indicators

- Attention to detail, able to work both individually as a part of a team.
- Ability to motivate others.
- Be a positive communicator and build relationships across departments.

5.0 Essential/Desirable Factors

| Knowledge | |
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| <p>Essential:</p> <ul style="list-style-type: none"> - SmartSheets, Microsoft Project or comparable to a high level - An understanding of Agile as well as traditional methodologies - Understanding of product development and managing multi discipline teams. | <p>Desirable:</p> <ul style="list-style-type: none"> - Background in software, electronics or mechatronic development |
| Skills & Attributes | |
| <p>Essential:</p> <ul style="list-style-type: none"> - Familiar with combined stage gated (waterfall) / agile development approaches. - Risk identification and mitigation techniques - Comfortable communicating with technical engineers. - Used to working to a high-quality standard. - Excellent project leader with problem-solving and trouble-shooting capabilities - Good communication skills and ability to discuss product development and areas of risk. - Enthusiastic and optimistic. | <p>Desirable:</p> <ul style="list-style-type: none"> - Understanding of embedded software |
| Experience | |
| <p>Essential:</p> | <p>Desirable:</p> |



JOB DESCRIPTION & PERSON SPECIFICATION



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| <ul style="list-style-type: none"> - Proven project management experience. - Proven experience in leading new product design, development, and production. - Experience working in engineering project management. - Strong engineering project planning and management experience - SmartSheets, Microsoft Project or comparable management. - Experience with Atlassian tools, JIRA and confluence. - Working knowledge of ERP systems - Used to working in a high-paced environment. | <ul style="list-style-type: none"> - Worked in an engineering department in either the industrial control or automotive company sectors. - |
| Qualifications | |
| Essential: <ul style="list-style-type: none"> - | Desirable: <ul style="list-style-type: none"> - Degree educated in engineering. - Prince 2 or IPMC C qualifications |

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| Created by | Dated Created |
| Scott Preece | 14/02/2024 |

