

Job Title: EPM Engineering Project Manager	Location: Mansfield UK
Department: Engineering	Contract: Permanent
Reports To: Program Manager & Chief Engineer	Direct Reports: N/A

1.0 Job Summary & Role

The individual will work within the Engineering department located at DSE Mansfield (Nottinghamshire). Working across all divisions and product lines for Deep Sea Electronics, the Engineering Project Manager is responsible for taking a project from requirements through to production release as effectively and efficiently as possible using the resources allocated to them.

2.0 Key Responsibilities & Main Duties

- Forecasting of budget requirements at project setup
- Project requirements capture and documentation
- Work within and contribute to the company development processes
- Create and deliver detailed project plans encompassing all engineering disciplines
- Assist engineers in technical requirements capture and documentation
- Work closely with engineers to maintain visibility and understand of project content and progress
- Maintain project plans and present progress, issues and delivery dates
- Act as scrum master for Agile sprints in software developments.
- Work dynamically and carry out technical and non-technical project administration tasks as required
- Collate technical construction files for review
- Monitor and report project budget consumption
- Take on operational responsibility for the release of new products into production
- Comply with internal policies and regulatory requirements
- Become an advanced user of the companies ERP system.

3.0 Internal & External Relationships

Engineering Management – take work tasks and direction from and report to

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



JOB DESCRIPTION & PERSON SPECIFICATION



Technical Support – tracking the project timeline and handover points for documentation preparation alongside the Technical support manager.

Commercial sales team – Working with the programme manager to meet commercial timelines.

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

Knowledge	
Essential: <ul style="list-style-type: none"> - Microsoft Project to a high level - Understanding of product development and managing multi discipline teams. 	Desirable: <ul style="list-style-type: none"> - Background in electrical theory
Skills & Attributes	
Essential: <ul style="list-style-type: none"> - Familiar with stage gated / agile development approaches. - Comfortable collaborating closely with specialised design engineers. - Used to working to a high-quality standards. - Excellent team leader with problem-solving and trouble-shooting capabilities - Used to working in a high-paced environment. - Good communication skills and ability to discuss product development issues within team of engineers from many different specialities. - Enthusiastic and optimistic. 	Desirable: <ul style="list-style-type: none"> - Understanding of embedded software
Experience	
Essential: <ul style="list-style-type: none"> - Proven project management experience. - Proven experience in leading new product design, development, and production. - A background and experience in an engineering discipline - Strong engineering project planning and management experience - Be proficient with Microsoft Project and other office tools - Working knowledge of ERP systems 	Desirable: <ul style="list-style-type: none"> - Worked in an industrial control or automotive company



JOB DESCRIPTION & PERSON SPECIFICATION



- An understanding of Agile as well as traditional methodologies	
Qualifications	
Essential: - Degree educated in engineering	Desirable:

Created by	Dated Created
Katy Bowley	14/06/2021

