

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

## 1.0 Job Summary & Role

The person will operate from DSE headquarters in Hunmanby as part of the Engineering department and will be responsible for executing fast-paced software and electronics projects with short turnaround times. This will require managing tasks for a small team of engineers within an agile framework, all the way to the production release stage using DSE established process.

## 2.0 Key Responsibilities & Main Duties

- Managing the release of software, and occasionally hardware projects to both customers and DSE production facilities.
- Collaborating with the software team leads to ensure that the backlog has adequate resources allocated.
- Responsible for performing formal administration and documentation tasks to ensure compliance with quality systems.
- Taking proactive measures to enhance product quality.
- Gather timing estimates and manage project schedules.
- Work closely with engineers to maintain visibility and understanding of project content and progress.
- Communicate project progress and escalate issues to senior management.
- Act as scrum master for Agile sprints in software developments.
- Perform technical and non-technical project administration tasks with flexibility and adaptability.
- Assume operational accountability for introducing new products into production.
- Comply with internal policies and regulatory requirements.
- Develop expertise as an advanced user of the company's ERP system.

## 3.0 Internal & External Relationships

- Engineering Management – to ensure an appropriate level of resources are available for the level of work.
- Test and Approvals department – Work alongside the Test and approval manager to ensure products are tested for release.
- Technical Support – tracking the project timeline updates for customer interaction.



## JOB DESCRIPTION & PERSON SPECIFICATION



- Commercial sales team – Understand the commercial significance of the work.
- Operations – Ensure alignment of release work packages with product demand.

### 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	
<b>Essential:</b> <ul style="list-style-type: none"> <li>- Understanding of product development lifecycle from requirements capture to test and release.</li> <li>- Familiar with water fall and agile development approaches.</li> <li>- Microsoft Project and other office tools</li> </ul>	<b>Desirable:</b>
Skills & Attributes	
<b>Essential:</b> <ul style="list-style-type: none"> <li>- Comfortable collaborating closely with specialised design engineers.</li> <li>- Used to working in a fast-paced environment with maintained attention to detail.</li> <li>- Excellent communication skills with the ability to motivate.</li> <li>- Enthusiastic and optimistic.</li> </ul>	<b>Desirable:</b> <ul style="list-style-type: none"> <li>- Understanding of software and/or electronics</li> </ul>
Experience	
<b>Essential:</b> <ul style="list-style-type: none"> <li>- Project management experience.</li> <li>- Use of Atlassian JIRA and confluence.</li> <li>- A background and experience in an engineering discipline</li> <li>- Proficient with Microsoft Project/planning tools</li> <li>- Working knowledge of ERP systems</li> <li>-</li> </ul>	<b>Desirable:</b> <ul style="list-style-type: none"> <li>- Possess prior experience working in an industrial control or automotive company.</li> </ul>
Qualifications	
<b>Essential:</b> <ul style="list-style-type: none"> <li>- Level 4 (Undergraduate)</li> </ul>	<b>Desirable:</b> <ul style="list-style-type: none"> <li>- Prince2 Foundation (or similar)</li> </ul>

Created by	Dated Created
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