JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Project Manager	**Location:** Hunmanby or Mansfield
Department: Engineering	**Contract:** Full-Time, Permanent
Reports To: Technical Director /Senior Project Manager	**Direct Reports:** N/A

1.0 Job Summary & Role

Deep Sea Electronics is a global leader in the design and manufacture of generator controllers, automatic transfer switch controllers, battery chargers, and vehicle and off-highway control systems. With over 200 employees across four continents, we supply our products to customers in more than 150 countries, both directly from our UK head office and through a well-established international distributor network.

The Project Manager will work within the Engineering department across all divisions, sites and product lines for the 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.

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 Team Managers 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 Team Managers /Management – capture project progress, optimise resource and project timelines
- Senior Engineers – capture project progress

- Test and Approvals department – Work alongside the Test and approvals manager to maintain project flow across departments
- Technical Support – ensure product documentation is updated in line 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

Knowledge	
Essential: • 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	**Desirable:** • Background in software, electronics or mechatronic development
Skills & Attributes	
Essential: • 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	**Desirable:** • Understanding of embedded software

JOB DESCRIPTION & PERSON SPECIFICATION

Experience	
Essential: • Strong project planning and management experience • Proven experience in leading new product design, development, and production • 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	**Desirable:** • Worked in an engineering department in either the industrial control or automotive company sectors • Experience working in engineering project management
Qualifications	
Essential: • APM / PMI / Prince 2 / IPMC C qualifications	**Desirable:** • Degree educated in engineering

Created by	Dated Created
Technical Director	November 2026