

## JOB DESCRIPTION & PERSON SPECIFICATION



<b>Job Title:</b> Project Manager	<b>Location:</b> Hunmanby /Mansfield
<b>Department:</b> Engineering	<b>Contract:</b> Permanent
<b>Reports To:</b> Technical Director/Senior Project Manager	<b>Direct Reports:</b> 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—powering critical infrastructure worldwide.

With over 200 employees across four continents, we deliver innovative solutions to customers in more than 150 countries. Our operations are supported by our UK headquarters and a strong international distributor network.

The Project Manager operates within the Engineering department, supporting all divisions, sites, and product lines across the Controls and Automation business unit. This role is responsible for leading projects from initial concept through to production release, ensuring delivery is both efficient and effective while making optimal use of allocated resources.

The Controls and Automation business unit comprises Deep Sea Electronics Ltd in the UK and MOTOTECH GmbH in Germany, with engineering teams and projects spanning 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 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	
<p><b>Essential:</b></p> <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>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Background in software, electronics or mechatronic development</li> </ul>
Skills & Attributes	
<p><b>Essential:</b></p> <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> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Understanding of embedded software</li> </ul>



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<ul style="list-style-type: none"> <li>• Excellent project leader with problem-solving and troubleshooting capabilities</li> <li>• Good communication skills and ability to discuss product development and areas of risk</li> </ul>	
<b>Experience</b>	
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Strong project planning and management experience</li> <li>• Managing the development of a physical product</li> <li>• Proven experience in leading new product design, development, and production</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>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Worked in an engineering department in either the industrial control or automotive company sectors</li> <li>• Experience working in engineering project management</li> </ul>
<b>Qualifications</b>	
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• APM / PMI / Prince 2 / IPMC C qualifications</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Degree educated in engineering</li> </ul>

<b>Created by</b>	<b>Dated Created</b>
Technical Director	05/05/26

