

Project Manager – Role Profile

Title	Project Manager
Reporting to	Senior Project Manager
Purpose of the Role	
Responsible for overseeing the successful execution of all aspects of assigned project delivery including liaising with customers, capturing customer requirements, supporting the project team and working in partnership with colleagues to deliver on commitments.	
Key Responsibilities	
<ul style="list-style-type: none"> • Preparation for and management of all project phases and project deliverables, including: Project Briefs; Project Management Plans (PMP); project schedules; project budgets; and maintenance of tracking registers. • Identification and provision of reliable solutions for all technical issues to assure complete customer satisfaction. • Support Technical staff and Sales staff in the Quotation Phase with, including preparation of proposals (commercial and technical) and estimates including cost and price. • Management of Risk, Actions, Issues and Decisions. • Tracking and monitoring progress of all allocated projects in terms of: Time, Cost and Quality. • Preparation and presentation of project financial data including accurate budgeting, forecast updates, cost to complete (CTC) and Final Cost At Completion (FCAC), invoicing profile. • Management of project resource demand and participation in resource levelling through accurate representation of the project demand in the business forecasting system. • Stakeholder management (both internal and external to customer and suppliers). Subcontractor management and where necessary generation of Invitations to Tender (ITT), Request for Quotes (RFQ). • Management and control of scope and contract changes with the customer. • Oversight of configuration management of project product deliverables to company procedures. • Early and clear reporting, raising and escalation of project issues, risks and potential problems. • Support the implementation of Best Practice project management across the company, and identify opportunities for improving processes • Maintain a significant level of knowledge of general engineering, automation solutions, management of projects and customer satisfaction. • To keep abreast of sector developments identifying any future opportunities or threats. • Comply with the Management System requirements including those for Health and Safety and ensure projects adhere to company policies and procedures. • Ensure compliance with the management systems requirement for the Environment and Quality by working to company policies and procedures. • Undertake additional responsibilities and tasks as required. 	

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Key Skills
<ul style="list-style-type: none"> • Essential <ul style="list-style-type: none"> ○ Strong understanding of Project Management Methodology ○ Engineering background either time served or formal qualifications ○ Excellent communication skills with the ability to establish key relationships ○ Ability to deliver exceptional customer service ○ Exposure in dealing with multiple concurrent customers/suppliers ○ Experience of working within a complex multi-disciplined environment ○ Experience of working to tight deadlines and meeting customer expectations ○ Ability to provide quality information within deadlines ○ Empathy with other functions and projects ○ Good communication skills, confident and capable in client facing role ○ Team-player and ability to work on own initiative ○ Attention to detail • Desirable <ul style="list-style-type: none"> ○ Knowledge of international import / export regulations ○ Possess a good understanding of mechanical or electrical engineering
Qualifications
<ul style="list-style-type: none"> • Minimum HNC qualified in relevant electrical or mechanical engineering discipline (Desirable) • Project Management qualification