



Job Description

Job Title:	Project Manager
Location(s):	Basingstoke
Role Objective: (brief summary of key function of role and where it fits into the organisation)	
<p>Reporting to the Head of Operations and responsible for managing a number of the company's larger and/or high profile contracts. With projects typically ranging in value between £30,000 and £500,000 and in time scale between four and nine months.</p> <p>Working in conjunction with all internal departments to ensure the successful execution of a project in accordance with contractual terms and the company's own performance targets. Acting as the focal point for the project during its lifecycle, for both internal and external customers, and as such being the nominated point of contact for the customer post contract award.</p> <p>Support the Head of Operations in the development of project management tools and techniques to enable the company to develop and grow its project management capability and competence.</p>	
Key Responsibilities: (list key tasks, responsibilities, deliverables etc.)	
<p>PRE CONTRACT AWARD</p> <ul style="list-style-type: none">• As required from time to time and in support of Sales, involvement provision of documentation for the bid submission, typically in the creation of project plans.• As required, review of contract cost estimates prior to final negotiation / submission to the customer. <p>POST CONTRACT AWARD</p> <ul style="list-style-type: none">• Take responsibility for the project from Sales at the handover/briefing meeting.• Create and maintain a contract file to establish and record key information and events relating to individual projects.• Communicating with internal and external customers regarding technical, financial and commercial aspects to ensure satisfactory execution of projects.• Monitor and control progress of projects through various stages, from Sales to Engineering, into Manufacturing and through to Installation and Commissioning, where applicable.	



- Manage the supply of major bought out components, machinery and controls solutions to ensure timely delivery in accordance with contractual requirements.
- Represent the company during meetings and negotiations with the customer during the life of a project, ensuring customer satisfaction whilst maintaining company performance targets.
- Via regular project review meetings, monitor progress to ensure projects are concluded within agreed budgets, contracted time scales and meet specification with regard to performance and quality, and report upon any identified problems. Where necessary, identify remedial actions to address adverse deviation in project performance / direction.
- Undertake periodic review of contract financials through the review of actual costs reported, and forecast cost to complete remaining work, in relation to budget costs, both at item and contract level.
- Responsible for negotiating contract variations for extras which fall outside of the contracted scope of supply.
- Responsible for reporting any consistent trends in financial returns to enable the company's Sales costing system to be updated.

OTHER

- Assist the Head of Operations in developing and deploying systems and procedures for the effective management of projects, and development of the company's project management competence.
- Provide project management leadership when interacting with colleagues.
- Assist Finance in the clearance of issues / problems affecting the collection of outstanding debt.
- From time to time you may be required to undertake other duties as deemed appropriate to contribute towards the development of the department and or business.



CONDITIONS OF THE JOB

Must be prepared to represent the company during meetings and negotiations with suppliers and customers, both within the UK and overseas. Hence a driving licence, passport and a willingness to travel are essential.

The position is salaried and as such you will be expected to work the hours necessary to ensure successful completion of your duties.

Skills & Experience: (include generic, specific sector, people management, languages etc.)

An engineer, possessing a sound engineering and manufacturing background, combined with at least 3 years' experience in project management, possessing a wide range of project management skills and experience, ideally gained in a capital goods/equipment manufacture, with international exposure.

Strong commercial acumen ideally combined with a working with knowledge of Incoterms2010.

Proficient in Microsoft Office applications, with a good level of competence in MS Project, and Excel.

Experience in working in an MRP/ERP environment would be a distinct advantage, as would previous supervisory / man management experience.

Educational Qualifications:

Minimum academic level required:	NVQ/SVQ Level 4 / HNC/HND / Degree In Mechanical, Electrical or Controls Engineering
Ideal academic level preferred:	As above, plus NVQ/SVQ Level 4 / CMS/DMS in management studies
Professional Qualifications:	CAPM, IPMA or APM would be an advantage

Mobility Requirements: (requirement for national/international travel, overseas assignments)

Willingness to travel within UK and internationally in support of managing projects.

Additional Specifications / Comments:

This job description is not intended to be an exhaustive list of duties to be performed by the employee. This job description may be altered to reflect the business needs of the company.