

## Job Specification – Project Manager

### Core Skills

- Excellent verbal and written communication skills
- Ability to manage multiple resources and tasks and manage several projects at the same time
- A methodical and planned approach to work including being able to see the overall workflow and interaction of tasks
- Ability to react quickly and decisively when situations change
- Problem solving skills

### Qualifications/experience

- Mechanical/electrical engineering degree or equivalent relevant experience in an engineering company
- Experience of managing a team
- Experience of working to project metrics (KPIs)
- Experience of preparing detailed project reports
- Experience of managing projects from a financial and operational point of view

### Main Duties

- Prepare and execute project start up activities including order acknowledgment, contract review, gate checklists
- Prepare and maintain project plans (GANNT)
- Prepare and maintain action and review logs
- Prepare and maintain risk registers and FMEAs
- Assisting with preparation of Statements of Work from customer enquiries
- Review of funding opportunities and regular summaries of opportunities
- Assist with preparation of funding bids for new projects
- Monitoring resources and budgets against plan
- Liaise regularly with clients to report on project progress in terms of deliverables, timescales and budget
- Management and reporting of scope changes to projects and agreeing contract variations
- Preparation of internal management reports in relation to project progress with actual versus budget spend
- Interaction and communication with teams to understand project requirements and define requirements for successful achievement

### General information

- Working hours: 9am-5pm Monday to Friday
- Option to work flexibly - time shared between home and in the office
- Company pension, 25 days paid holiday and healthcare scheme