

# JOB DESCRIPTION

## Project Manager

### Overview

Whether it's industrial embedded computing, custom lithium battery packs, secure communication systems, antennas, or imaging technology we design, manufacture and supply it.

From the ocean floor to the edge of space, Steatite innovation is making sure that vital technology operates consistently, reliably, and above all safely, around the clock.

Our products can be found gathering scientific insight in the cold and crushing depths at the ocean floor, transmitting high bandwidth data across hostile terrain, processing colossal amounts of traffic data, and enabling secure ticket sales on board a train.

From the first day of your employment with us, you will be part of an organisation that strives to make your work rewarding and cares for your safety and wellbeing every day.

Reporting directly to the Director of Projects, the purpose of the Project Manager role is to manage a variety of projects across the Steatite business as an end-to-end process. To manage customer expectations through building excellent relationships and management of third-party suppliers to ensure service levels meet the demand of the projects.

### Summary Details

Job Type:	Site based
Job Title:	Project Manager
Location:	Redditch, Worcestershire, with some hybrid flexibility
Hours:	38 hours per week, Monday - Friday
Salary Package:	Competitive
Benefits	<p>25 days holiday plus bank holidays, increasing to 28 days with length of service.</p> <p>Annual Discretionary Bonus</p> <p>Salary sacrifice pension</p> <p>3-month notice period after probationary period</p> <p>Access to Westfield Healthcare scheme, including:</p> <ul style="list-style-type: none"> <li>• Corporate Health Cash Plan</li> <li>• Employee Assistance program</li> <li>• Wellbeing App</li> <li>• Discount scheme</li> </ul>

	Cycle to Work Scheme Enrolled in Employee Share Scheme after 12 months
Qualifications	PRINCE2 at Practitioner level

**The type of person we are looking for:**

- Qualified and experienced working with PRINCE2 at Practitioner level
- Proficient in the use of MS Project
- Excellent communication and diplomacy skills with a strong ability to persuade and influence client and stakeholder relationships.
- Demonstrable record of resolving issues that threatened to delay or seriously disrupt the project goals (resource, budget or stakeholder in nature).
- Extensive experience of leading projects
- Able to work effectively and inclusively with a range of people.
- Determined and resourceful and driven to deliver the best results for the business.
- Driven to ensure that tasks are completed thoroughly and within deadlines.
- Eager to learn new skills and seek development opportunities in the course of your employment.

**The Role**

This role encompasses the following responsibilities:

- Deliver all projects in line with the Project Management department best practice methodology (managing risk, governance, quality assurance, issue resolution, reporting)
- Setting up and management of the wider project team involving additional project management resource, internal technical resource, 3rd party suppliers, account team members and client stakeholders.
- Produce detailed project plans and manage interdependencies with other work package.
- To take full responsibility for the management of the wider project team assigned to the project.
- Serve as primary contact for engineering team members requiring support from the business.
- Ensure strict commercial change control to manage deviations.
- Apply relationship management skills and to be able to build and own client and stakeholder relationships at senior level.
- Management of Third-party suppliers in terms of selection, deliverables, timelines and budgets.
- Adhere to relevant escalation processes to escalate resource issues, delayed project phases, missed deadlines and other planning issues.

- Ensure commercial project milestones are agreed and published and that invoices are raised with reference to these dates and/or on completion of deliverables.
- Manage the expenditure within the project, ensuring all costs are recorded against products and services delivered.
- Create and effectively manage the stakeholder plan at project level, incorporating all project work-streams.
- Interfacing with internal stakeholders across several departments.
- Identify and implement efficiencies and improvements in project delivery methodology.
- Ensure products and services delivered within the project are within time and budget constraints and meet the required level of quality.
- Monitor the project ensuring issues are resolved in a timely manner and the appropriate corrective actions are implemented.
- Review the outcomes of the project to determine any corrective actions that could be taken to improve future programme/project delivery in terms of cost, quality and customer satisfaction.
- Adhere to and promote all company policies including Data Protection, Health, Safety, Quality and Environmental.
- Any other duties as the business may require within your capabilities.

### **Key Competencies**

- Experience of project delivery within a technical environment
- Experience in managing deliverables via 3rd party vendors.
- Demonstrable experience in the delivery of projects within a complex technical environment or a high-risk resource requirement over an extended period
- Management of project budgets