

## JOB DESCRIPTION

JOB TITLE	Project Manager – New Business & Products *
RESPONSIBLE TO	Manufacturing Engineering Manager
OVERALL JOB PURPOSE To manage new products and projects through to volume order/completion, engaging the full support of the business.	
KEY ACCOUNTABILITIES <ol style="list-style-type: none"><li>1. Devise, document and refine a standard methodology for specifying and delivering new product programs for internal and external customers, so as to establish consistent high quality standards for project management.</li><li>2. Research new and emerging technologies for current and potential production processes so as to contribute to the Company's awareness of technical opportunities and innovation capability.</li><li>3. Initiate improvement projects to introduce new technologies to existing production processes so as to enhance efficiency and ensure the Company maintains a technological advantage.</li><li>4. Plan and obtain approval for engineering projects for both internal and external customers so as to ensure clear expectations are agreed on project scope, deliverables, budget and timetable.</li><li>5. Manage communications with both internal and external customers throughout the duration of approved projects, in order to ensure that progress and expectations are continually updated against the plan and corrective action agreed where necessary.</li><li>6. Negotiate with business managers (and liaise with 3<sup>rd</sup> party suppliers) to gain commitment for staff secondments to identified project team, in order to build a cohesive team through which to deliver the project.</li><li>7. Manage the project through to delivery on time in full and in budget so as to meet the expectations of the client, ensuring authorisation of full volume order.</li><li>8. Hand over all elements of completed project to Manufacturing Manager in a seamless transition in order to facilitate full (volume) production.</li><li>9. Carry out a post project audit, evaluating against objectives set (including deliverables, budgets and other agreed KPI's), in order to measure success and identify areas for future improvement.</li></ol>	

***\* This may not be the final job title for the appointee but is being used for the purposes of the recruitment campaign to attract applications from candidates of the right calibre & background.***

## EXAMPLE TASKS SUPPORTING KEY ACCOUNTABILITIES

### Examples of tasks supporting task 1

1. Review and evaluate previous responses to new production enquiries, liaising with personnel involved and reviewing available documentation.
2. Taking into account key learning points from this research, draft a new projects process manual for approval.

### Examples of tasks supporting task 2

1. Liaise with Engineering team members and carry out research to identify new technologies and methodologies.
2. Attend trade fairs in order to increase awareness of emerging technologies and technological advance.

### Examples of tasks supporting task 3

1. Visit suppliers to discuss expectations and establish equipment specification to ascertain whether requirements can be met.
2. For all identified equipment, make recommendations, presenting in full on benefits and cost to the business.
3. Following appropriate authorisation, liaise with Line Managers where applicable to agree introduction of new equipment in full, including layout, specification, training and risk assessments.

### Examples of tasks supporting task 4

1. Scope each project in line with agreed project plan methodologies, including agreeing project resources, budgets, timelines and milestones.
2. Write communications plan, including communication with internal project team, 3<sup>rd</sup> party suppliers and customer.

### Examples of tasks supporting task 5

1. Set and manage expectations of both customer and project team.
2. Gain feedback and approvals at key milestones.

### Examples of tasks supporting task 6

1. Negotiate and obtain in practice staffing and secondments from other departments as required.
2. Include 3<sup>rd</sup> party suppliers contracts where required.

### Examples of tasks supporting task 8

1. Supply full technical specifications and production process documentation.
2. Manage full briefings to both customer and manufacturing team.
3. Provide support through transition phase.

### Examples of tasks supporting task 9

1. Gather project team to review project, identifying successes and areas for future improvements.
2. Gain feedback from customer.

**SCOPE OF JOB (Budget, scale of risk factors)**

Risk of failure to deliver projects on time in full and to budget. This may result in loss of potential customer / new business from exiting customer.

**SKILLS / QUALIFICATIONS**

- Engineering degree (any discipline), high level diploma or work experience to an equivalent level.
- Project Management
- Successful negotiation skills
- Ability to bring projects in on time and to budget

**EXPERIENCE**

Experience of the following is essential:

- Working in a manufacturing environment.
- Project management strategy forming.

Experience of the following would be advantageous:

- Working in the automotive / aerospace industries.

**KNOWLEDGE**

Knowledge of the following is desirable:

- Pressworks
- Stainless steel welding
- Microsoft Projects

**PERSONAL CHARACTERISTICS**

- Energy and enthusiasm
- Professional gravitas
- Drive and motivation (both of self and others)

**MANDATORY RESPONSIBILITIES (all staff)**

All staff have the following responsibilities as Employees of LTi Metaltech Ltd., whereby they must:

- Take reasonable care for their own health and safety.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- Not undertake any task for which authorisation and / or training has not been given.
- To promote and maintain a culture of continued Risk Assessments.