

## Enatel

### Position Description

**Position:** Project Manager

**Department:** Engineering

**Reports to:** Senior Project Manager

**Direct Reports:** None

**Position purpose:**

The primary focus of the Project Manager is to plan, oversee and lead projects from conception through to completion, ensuring projects are delivered on time, within budget and to the required specifications.

**Key Responsibilities:**

- Ensuring customer requirements and deliverables are identified, understood, and delivered through accurate project scope control.
- Ensuring all projects are delivered on time and within budget, meeting the specifications outlined in the relevant documentation (project plans and design specifications).
- Providing effective leadership to project teams ensuring delivery of projects to required contractual and internal business expectations. Promoting a learning culture with innovation and customer focus at the heart of every project.
- Understanding and being responsible for the identification & planning of all project related tasks ensuring that robust, credible and S.M.A.R.T project plans are developed and executed.
- Developing project structures with clearly defined roles and responsibilities that evolve to meet the needs of the business.
- Building effective teams and coalitions from across the business, addressing any points of conflict and actively listening and understanding individual and departmental constraints.
- Driving effective project communication with internal and external project stakeholders ensuring no surprises.
- Pro-actively collecting, measuring, and disseminating project performance information.
- Ensuring assessment, measuring and monitoring of trend performance to forecast, implementing corrective action where necessary. This includes monitoring project risks and ensuring they are being actively managed according to the project's risk plans.
- Ensuring internal and external suppliers have all required deliverables to achieve the required quality standards and delivery times of product in accordance with contractual obligations.
- Be viewed as a Subject Matter Expert on all things Project Management. Maintain an excellent knowledge of Project Management techniques and processes and an awareness of current best practices.

## General:

- Upholds the company values,
- Perform any other tasks as required by your Manager and/or the business,
- Assist in the development of RFX responses which may include workshops, business case development, feasibility studies and presentations,
- Contributes to the achievements of department goals and objectives.

## Health & Safety:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.
- Adhere to all health and safety policies whether at our Christchurch premises or elsewhere.

## Environmental:

Enatel is committed to minimising the environmental impact of our operations and products.

- Ensuring Environmental policies and processes are followed.

## Key Relationships:

Internal	External
<ul style="list-style-type: none"> <li>• Product Managers</li> </ul>	<ul style="list-style-type: none"> <li>• Third Party Manufacturers &amp; Other Suppliers</li> </ul>
<ul style="list-style-type: none"> <li>• Sales/Marketing team</li> </ul>	<ul style="list-style-type: none"> <li>• Contractors</li> </ul>
<ul style="list-style-type: none"> <li>• GM Engineering and Team</li> </ul>	
<ul style="list-style-type: none"> <li>• Operations, Procurement, and Logistics Team</li> </ul>	
<ul style="list-style-type: none"> <li>• Finance Team</li> </ul>	

## Person Specification:

Competencies	Essential	Desirable
	<ul style="list-style-type: none"> <li>• <b>Functional/Technical Skills</b> - has the functional and technical knowledge and skills to do the job at a high level of accomplishment.</li> <li>• <b>Drive for Results</b> – can be counted on to exceed goals successfully. Steadfastly pushes self and others for results.</li> <li>• <b>Action orientated</b> - enjoys working hard and is full of energy for the things he/she sees as challenging.</li> <li>• <b>Organising and Planning</b> - uses resources effectively and efficiently. Accurately scopes out length and difficulty of tasks and projects. Sets objectives and goals.</li> </ul>	<p>Previous project management experience in Hi Tech industry</p>

	<ul style="list-style-type: none"> <li>• <b>Managerial Courage</b> – provides current, direct, complete, and “actionable” positive and corrective feedback to others. Faces up to people problems on any person or situation. Is not afraid to take negative action when necessary.</li> <li>• <b>Integrity and Trust</b> – is seen as a direct, truthful individual; is widely trusted.</li> <li>• <b>Interpersonal Savvy</b> – relates well to all kinds of people – up, down and sideways, inside and outside the organisation. Builds constructive and effective relationships. Can defuse even high-tension situations comfortably.</li> <li>• <b>Dealing with Ambiguity</b> – can effectively cope with change and can shift gears comfortably.</li> <li>• <b>Problem Solving</b> – looks for opportunities to resolve issues and solve problems. Learns quickly when facing new problems.</li> <li>• <b>Process Management</b> – good at figuring out the processes necessary to get things done. Can simplify complex processes.</li> <li>• <b>Technical Learning</b> – can learn new skills and knowledge. Picks up on technical things quickly.</li> <li>• <b>Timely Decision Making</b> – makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure. Able to make a quick decision.</li> <li>• <b>Priority Setting</b> – Spends his/her time and the time of others on what’s important. Can quickly sense what will help or hinder accomplishing a goal. Eliminates roadblocks and creates focus.</li> </ul>	
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Knowledge & Experience	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Engineering degree</li> <li>• Minimum 5 years’ experience in a professional services environment.</li> <li>• 2 years’ experience in project management or leadership of small team preferably in an engineering environment.</li> <li>• Exposure to processes involved in development of new products &amp; projects across an organisation.</li> <li>• Experience in Agile project management methodology.</li> </ul>	<ul style="list-style-type: none"> <li>• 2 years’ experience in project management preferably in an engineering environment.</li> </ul>
Qualification / Licenses	<ul style="list-style-type: none"> <li>• PMI / PMP, PRINCE2 or similar</li> </ul>	