

Position Description

Position: Project Manager
Department: Engineering
Reports to: Programme 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. To be active in driving results and finding ways to recover lost time or other challenges.

The Project Manager will also participate in the governance structure and support the Portfolio Delivery Manager in ensuring projects are executed the right way, there is an appropriate focus on risk, initiatives are correctly prioritised, and that projects realise the intended benefit.

Key responsibilities:

- Project Leadership
 - Work closely with the Portfolio Delivery Manager and the Senior Project Manager to deliver the strategic vision through a range of continually prioritised projects.
 - Ensure projects (core, adjacent and transformational) have a clear vision, purpose, and execution strategy.
 - Ensure stakeholders, project team members and other affected parties are aligned to the vision, purpose, and execution strategy of projects. Build teams and coalitions that are empowered to deliver on the agreed scope through strong influencing.
 - Motivate and inspire project teams and stakeholders. Overcome political and bureaucratic barriers to change and ensure a focus on people as well as outcomes. Support the Portfolio Delivery Manager in the motivation and ongoing development of other Project Managers.
 - Foster an innovative, open, and positive culture where team member input is encouraged, and differences are resolved constructively.
 - Support organisational change in line with business strategy. Ensure that projects that deliver change (sometimes dramatic) are sustainable, include a focus on process and behaviours as well as supporting affected people through that change.
 - Support the development and maintenance of relevant project management structures, policies, procedures, and systems (MS Project, Sharepoint, Jira etc) that enhance effective execution of business strategy.
- Project Management
 - Ensure internal and external customer requirements & deliverables are identified, understood, and all required documentation is delivered complete.
 - Control scope, negotiate, oversee, and manage all Project Change Requests with stakeholders as required.
 - Oversee the identification, planning and budgeting of project management tasks including robust, credible project schedules. Inputs should be taken from relevant stakeholders across the business and where appropriate from customers and supply chain partners.
 - Approve project spend (Opex and Capex) in line with agreed business limits and delegated authority levels.
 - Ensure internal and external suppliers have all required documentation (BOM, specifications, work instructions etc.) to achieve required quality standards and

- delivery times of product in accordance with contractual obligations.
- Anticipate, identify & investigate deviations to project plans, organise solutions and maintain a focus on task by working effectively with Product Managers, R&D Engineers, SLT members, and other key stakeholders as required.
- Ensure risks & issues are identified, managed, and addressed and all relevant parties kept informed – following up, pushing for results, and/or challenging parties to think of the end result deliverable as required.
- Ensure predictability and order in the execution of projects. Facilitate open communications across projects to ensure high satisfaction from stakeholders.
- Prepare and distribute Project Status Reports and Estimates to key stakeholders on a monthly basis, as well as any other analysis or report required (e.g., lessons learnt, monthly reporting to SLT).
- Resource Management
 - Ensure a resource capacity plan is established and maintained for each project that reflects the internal and external resource assignments and gaps.
 - Ensure a weekly update of overall resource plan for projects with escalation of issues to the Portfolio Delivery Manager or relevant SLT stakeholders.
 - Ensure a financial plan is established and maintained for each project to provide input into the business planning process.
 - Provide day to day coordination of task assignment on assigned projects.
 - Communication of work plan and expectations to staff on assigned projects.

Other duties:

- Upholds the company values.
- Perform any other tasks as required by your Team Leader and/or the business.
- 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.
- Maintaining a safe and clean working environment by complying with Enatel Policy and Procedures.
- Leads by example in all matters relating to Health & Safety.

Environmental:

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- Ensure that our ISO 14001 Environmental policies and processes are followed including:
 - Segregating waste correctly and safely including hazardous waste
 - Emptying of waste bins into correct skips and cages
 - Safe handling and storage of hazardous substances such as chemicals

Key Relationships:

Internal	External
● Senior Leadership Team	● Customers
● GM Engineering and the Portfolio Delivery Manager	● Third Party Manufacturers & Other Suppliers
● Sales/Marketing Team, Product Management	● Contractors

• Engineering team including hardware, software, mechanical and PAT	•
• Operations team including manufacturing, sourcing, logistics	•
• Finance team	

Person Specification:

	Essential	Desirable
Competencies	<ul style="list-style-type: none"> • Functional/Technical Skills - has the functional and technical knowledge and skills to do the job at a high level of accomplishment. • Drive for Results – can be counted on to exceed goals successfully. Steadfastly pushes self and others for results. • Action orientated - enjoys working hard and is full of energy for the things he/she sees as challenging. • Customer Focus – Is dedicated to meeting the expectations and requirements of internal and external customers. Establishes and maintains effective relationships with customers and gains their trust and respect. • Integrity and Trust – is seen as a direct, truthful individual; is widely trusted. • Process Management – good at figuring out the processes necessary to get things done. Can simplify complex processes. • Learning on the Fly - the ability to learn quickly in a new environment. • Priority Setting – 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. • Problem Solving – looks for opportunities to resolve issues and solve problems. Learns quickly when facing new problems. 	
Skills, Experience & Knowledge	<ul style="list-style-type: none"> • Six (6) years' experience in an engineering and/or manufacturing environment. General familiarity with software and hardware engineering development processes. • Two (2) years of project management or equivalent leadership experience in a related technical field, preferably in an engineering environment. • Solid knowledge of processes involved in development of new products & projects including both waterfall and Agile methodologies (Scrum and Kanban). Growing commercial and business acumen. Strong financial, reporting, and quantitative skills. 	<ul style="list-style-type: none"> • Engineering degree • Design & Development, Project Management
Qualification / Licenses	<ul style="list-style-type: none"> • PMI / PMP certification preferred 	<ul style="list-style-type: none"> • PRINCE2 as the alternative