

## JOB DESCRIPTION

<b>Job Title</b>	Project Manager
<b>Reports To</b>	Projects Director
<b>Function</b>	Projects
<b>Version/Date</b>	1.0 January 2022

### Job Purpose

Reporting to the Projects Director, the Project Manager will be responsible for delivering outstanding project performance for our customers and business.

Your role will include the execution and delivery of assigned projects from cradle to grave, with a strong focus on quality, cost, and delivery. As part of a small team of Project Managers you will be expected to take responsibility for all elements of your projects, which could range from leading technical and commercial meetings with the customer to procurement of components and shipping of products.

You will need to be able to establish good working relationships across the business including but not limited to, Business Development, Commercial Team, Research & Development, and the Engineering team.

### Key Responsibilities

1. Wholly owning the quality, cost, and delivery (QCD) performance for assigned projects, ranging from small to medium spares orders (~£100k) to small capital programmes (~£5m) within the defence sector.
2. To be the customer point of contact in the execution of assigned projects, possibly including travelling Worldwide to facilitate face to face meetings.
3. To actively partake in the development and improvement of the Project Team in which they are a member.
4. To encourage/motivate others around them and to ensure companywide communication of the status/problems of their assigned projects.
5. Identifying, escalating, and managing any matters that could pose a potential risk to PEL to the Project Director at the earliest opportunity.
6. Management of assigned suppliers.
7. Other related duties as assigned.

### Skills/Experience

- A technical background/degree is essential, as the role requires the ability to confidently present technical issues/solutions to customers (not necessarily the creation of the solutions).
- Strong interpersonal and communications skills and demonstrable collaborative behaviours.
- Understanding of the defence sector would be beneficial.
- High attention to detail.
- The ability to engage in a pragmatic way with customers, internal stakeholders, and suppliers.

- IT literate – must be proficient in using Excel.
- Self-motivated and self-supporting.
- Track record in performing well against agreed timelines, in a team environment with good people skills.
- Confident in an external and internal customer facing environment with the ability to generate enthusiasm and have a can-do attitude.

**Personal attributes and other requirements**

- Holds a valid UK driving license.
- As a defence contractor, we have a number of security obligations placed upon the Company, which means that all our staff, must be able to successfully achieve the relevant security clearances.

**Working Conditions**

Primarily office based (Newcastle upon Tyne) but occasional travel may be required across the UK and work away from home, with potential periods overseas on assignments when required.