

Job Title

PROJECT MANAGER

Reporting to

GROUP HEAD OF PROGRAMMES & PRODUCT SUPPORT

The company

Brigade is a trusted, multi-award-winning global market leader developing innovative vehicle safety systems, for commercial vehicles and mobile machinery. Our cutting-edge solutions prevent collisions and save lives.

Our company culture is defined by ACTION, and these values are at its core.

We are Aspirational, We are Customer Centric, We are One Team, We Innovate, We Own It, Now. These values serve as guiding principles

that shape the culture and behaviour of the organisation. These values encompass integrity, innovation, teamwork, customer focus and a commitment to excellence.

Purpose of Role

- Support Brigade's positive approach to managing and enhancing Brigade's products, services and processes.
- Support the Project Management team to apply project management tools, techniques & KPI monitoring to facilitate the on-time delivery of projects supporting Brigade's New Product Introduction process and other Project support activities.
- Proactive approach to support Brigade's business ideals and customer relations while enhancing the Engineering teams and Brigade's efficiency.
- The post is based at Brigade's Applegarth facility, Dartford, Kent.

Key Responsibilities

- Work with and support the Project Management Team to develop a standard project management methodology to primarily support the delivery of NPI projects.
- Take responsibility of their own & support members of the Project Management team to facilitate project delivery of NPI projects.
- To ensure project progress is understood and project team members are aware of project delivery requirements and responsibilities.
- Assess requirements to support successful project delivery.

- Support the Project Management Team with the ongoing creation of a PMO environment, liaising with the team and other stakeholders to support regular & timely updates and maintenance of the departments KPI dashboards.
- Use appropriate techniques to manage changes in project scope, schedule & costs (as applicable).
- Report and escalate project status concerns as needed.
- At all times represent Brigade's best interests when performing the duties of the role.
- Making sure quality standards are met
- As required support and attend exhibitions, seminars workshops etc.

Key Tasks

- Team working, co-ordination and co-operation with all colleagues (internal & external)
- Direct & effective communication with all levels of the business environment (colleagues & customers alike).
- Participation in team meetings, training courses and workshops as required.
- Support in producing PMO reporting and maintaining KPI dashboard.
- Close links with colleagues should be developed and maintained in order that project objectives are achieved.
- Always required to present a positive and professional image enhancing Brigade's brand and image.
- Ensure that an excellent proactive supplier/customer relationship is always established and maintained.

Person Specification.

- 1 to 2 years of working as Project Manager within an electrical / electronic engineering environment or similar experience working within such environments. (Preferably electronics products within the automotive supply chain)
- Experience of managing multi-disciplinary teams in a project delivery (life cycle management) environment or comfortable to make that step into such a role.
- Understanding and knowledge of working with and supporting OEM & Tier 1 customers is desirable but not essential.
- Solid technical background, with a clear understanding of working within an NPI environment is essential.
- Knowledge of Project Management systems and processes
- Strong verbal and written communication skills for effective interaction.
- Decision-making skills, especially in high-pressure situations.
- Flexibility to adapt to changing circumstances and priorities.
- Demonstratable organisational and multitasking abilities to manage multiple priorities effectively.

- Attention to detail in planning, execution.
- Proactive, enthusiastic, and driven.
- Flexibility to work beyond normal business hours when required
- Flexible approach, willingness to travel both within the UK and overseas.
- As required a willingness to undertake other reasonable tasks & duties to support the needs of the business.

Qualifications.

- BTEC, HNC /City & Guilds or equivalent in electronics (Electronics Degree Desirable)
- At least 5 GCSEs at Grade C (equivalent) or above and including Maths & English
- Formal Project Management qualification (or proven demonstrable experience of project management techniques & disciplines).
- High level of numeracy and literacy.
- Experienced in the use of Microsoft Office applications

Employee signature Date.....



this is how we do it...

