


## Job Specification

<b>Position</b>	Project Manager
<b>Reporting to</b>	Programme Manager
<b>The Company</b>	Brigade Electronics plc, established in 1976, is a global market leader in reversing safety and all-round visibility for commercial vehicles. The Brigade group is based in the UK, has subsidiary companies in the USA, Germany, France, Italy, Poland, France, The Netherlands and South Africa, and is in partnership with over 50 specialist distributors worldwide.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Work with the Programme Manager to develop a standard project management methodology to primarily support the delivery of NPI projects</li> <li>• Develop project scopes and objectives, involving all relevant internal and external stakeholders.</li> <li>• Facilitate project delivery against agreed scope.</li> <li>• Create and maintain relevant project plans and documentation to ensure project progress is understood and team members are aware of project delivery requirements and responsibilities.</li> <li>• Assess resource requirements to support successful project delivery</li> <li>• Use appropriate techniques to manage changes in project scope, schedule &amp; costs.</li> <li>• Report and escalate project status concerns as needed.</li> <li>• At all times represent Brigade's best interests when performing the duties of the role.</li> <li>• Making sure quality standards are met</li> <li>• As required support and attend exhibitions, seminars workshops etc.</li> </ul>
<b>Working Relationships</b>	<ul style="list-style-type: none"> <li>• Team working, co-ordination and co-operation with all colleagues (internal &amp; external)</li> <li>• Direct &amp; effective communication with all levels of the business environment (colleagues &amp; customers alike).</li> <li>• Participation in team meetings, training courses and workshops as required.</li> <li>• Close links with colleagues will need to be developed and maintained in</li> </ul>

	Document title Job Description - Project Manager		Page 1 of 4
	Revision no. V1	Issue Date January 2019	

	<p>order that project objectives are achieved.</p> <ul style="list-style-type: none"><li>• Always required to present a positive and professional image enhancing Brigade's brand and image.</li><li>• Ensure that an excellent proactive supplier/customer relationship is always established and maintained.</li></ul>
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## Person Specification

Essential	Desirable
<p><b>Education and Training</b></p> <ol style="list-style-type: none"> <li>1. BTEC, HNC /City &amp; Guilds or equivalent in an engineering or science discipline</li> <li>2. At least 5 GCSE's (equivalent) at Grade C or above and including Maths &amp; English.</li> <li>3. Prince 2 or formal Project Management training</li> <li>4. High level of numeracy and literacy</li> <li>5. Experienced in the use of Microsoft Office applications.</li> </ol>	<p>Business, Engineering or Science Degree Membership of APM or similar body</p>
<p><b>Experience and Skills</b></p> <ol style="list-style-type: none"> <li>1. 2 to 3 years of working as Project Manager within a technical or engineering environment or leading engineering teams within such environments.</li> <li>2. Understanding and knowledge of working with and supporting OEM &amp; Tier 1 customers.</li> <li>3. Experience of managing multi-disciplinary teams in a project delivery (life cycle management) environment.</li> <li>4. Experience of working within a fast-paced environment with changing priorities.</li> <li>5. Relationship developer with both internal and external stakeholders.</li> </ol>	<p>Preferably electronics products within the automotive supply chain</p>
<p><b>Personality and Motivation</b></p> <ol style="list-style-type: none"> <li>1. Self-motivated and able to work independently</li> <li>2. Ability to multi-task and plan priorities within a fast-moving environment.</li> <li>3. Commercial awareness &amp; business acumen.</li> <li>4. Willingness to learn and to adapt to new challenges and opportunities.</li> <li>5. Solid technical background, with a clear understanding of working within an NPI environment.</li> <li>6. Natural respect for company and colleagues</li> </ol>	

<p><b>Interpersonal Skills</b></p> <ol style="list-style-type: none"> <li>1. Confident communicator, comfortable presenting and reporting to all levels of the business</li> <li>2. Very clear spoken English is critical</li> <li>3. 2 to 3 years people management experience and able to demonstrate strong self-management and co-ordination skills.</li> <li>4. Helpful and approachable</li> <li>5. Results driven with a right first-time focus</li> </ol>	<p>Second language</p>
<p><b>Other requirements</b></p> <ol style="list-style-type: none"> <li>1. Flexible approach, willingness to travel both within the UK and overseas and when required work beyond normal hours.</li> <li>2. As required a willingness to undertake other reasonable tasks &amp; duties to support the needs of the business.</li> <li>3. Support the engineering team in the development of its working practices and processes to achieve better efficiency.</li> </ol>	