


Job Specification

Position	Project Manager
Reporting to	Programme Manager
The Company	<p>Brigade Electronics, established in 1976, is at the pinnacle of commercial vehicle and mobile plant safety. A founder and innovator of sensing and monitoring systems that have helped save countless lives across the globe for over forty years.</p> <p>Whilst our portfolio can be emulated, our commitment to vehicle safety, our reliable, trusted products and our dedicated team of experts, cannot. We invest in people as well as technology. Everyone in the Brigade family understands the life-changing significance of the products and service we provide and the importance of outstanding systems that work in the most demanding of situations.</p> <p>The Brigade Group organisation is based in the UK and has subsidiary companies in the USA, Canada, Germany, France, Italy, The Netherlands and Poland, and selling in to over 80 countries world-wide via our National Distributor network.</p>
Purpose of the role	<ul style="list-style-type: none"> • This position requires the applicant to support Brigade's positive approach to managing and enhancing Brigade's products, services and processes. • The role requires the candidate to develop and apply project management tools & techniques to facilitate the on time delivery of projects supporting Brigade's New Product Introduction process. • This role will also require a candidate with a proactive approach to support Brigade's business ideals and customer relations while enhancing the Engineering teams and Brigade's efficiency. • The base for this position will be at our new state of the art facility in Dartford and may require occasional travel.
Key Responsibilities	<ul style="list-style-type: none"> • Work with the Programme Manager to develop a standard project management methodology to primarily support the delivery of NPI projects • Develop project scopes and objectives, involving all relevant internal and external stakeholders.

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	Job Description - Project Manager		
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1	November 2020	November 2020	

	<ul style="list-style-type: none"> • Facilitate project delivery against agreed scope. • 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. • Assess resource requirements to support successful project delivery • Use appropriate techniques to manage changes in project scope, schedule & costs. • 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.
Working Relationships	<ul style="list-style-type: none"> • 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. • Close links with colleagues will need to 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

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

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