

Job Specification

Project Manager

Responsible to:

Grade	Senior
Salary:	***** per annum
Hours of work:	37 hours per week
Work location:	Oakley, Bedford

Role Purpose:

The Project Manager will be responsible for the successful execution and delivery of multiple projects assigned to them. Projects range in size from fast paced Research projects to larger Development and System Integration projects. Success in this role will be measured against an agreed set of Metrics including aspects such as On Time Delivery, Budget Control, Revenue targets and customer satisfaction leading to repeat orders.

The role will support bids and proposal activities through the management of the process to ensure on time submission of quality proposals are achieved. The Project Manager will also provide Project Management input in support of the technical write up for bids and proposals.

A requirement to support other business functions with process initiatives and continuous improvement projects will be required.

Key Responsibilities

- Accountable for the delivery of assigned Projects, both internally funded and customer funded.
- Responsibility for supply chain activities on assigned projects, including delivery, relationship management, supplier PoC and negotiations.
- Bids and proposals management, including budget management, resource planning, process management, bid writing and bid delivery.
- Customer point of contact for assigned projects.
- Supporting the functional leads to introduce new process, tools and Standard Operating Procedures (SOPs). This will include the introduction and management of Key Performance Indicators (KPIs) and Metrics on projects.
- Function and team leadership, mentoring and Programme Management training of project leads across the business.
- Resource management, including planning, resource allocation and resource conflict management.
- Project planning including scheduling for all projects.
- Risk Management for assigned projects.
- Budget management for assigned projects.

Other Duties and Responsibilities

- To actively participate in Blue Bear's Performance Management Scheme.
- To undertake such other duties and responsibilities as may be reasonably required within the grade and level of the post.
- You will be expected to perform different tasks as necessitated by your evolving role within the company and the overall business objectives of the company. Some travel within the UK may be required.

The above is not an exhaustive list of duties. You will be expected to perform different tasks as necessitated by your evolving role within the company and the overall business objectives of the company.

Equality and Diversity

We are committed to the promotion of equality of opportunity in all of our activities and to encouraging access to our organisation from all groups irrespective of the equality strands. We are working to create an environment in which cultural diversity and individual difference are positively valued in an atmosphere free from harassment and discrimination. We take our legal and moral obligations with respect to equal opportunities seriously and welcome dialogue with individuals on ways in which our equal opportunities policies and practice can be enhanced.

Health and Safety

The organisation together with the assistance of all employees are fully committed to developing a positive safety culture.

We encourage and support employees becoming involved in and participating in health, safety and welfare matters. Our goal is to motivate and empower all employees to work safely and protect their long-term health, not simply to avoid accidents.

PERSON SPECIFICATION

Education/Qualifications			
<i>Essential skills and experience:</i>	S/L	I	A
<ul style="list-style-type: none"> • A Bachelors degree in Business Management or related field 	X	X	
<ul style="list-style-type: none"> • Project lead experience, able to demonstrate successful project leadership through knowledge and experience. 	X		
<ul style="list-style-type: none"> • Bids and Proposal experience, able to demonstrate an experience and knowledge of bids and proposal delivery via a structured approach. 	X		
<ul style="list-style-type: none"> • Experience and knowledge of Project Controls used to monitor and manage the performance of projects through the use of project based KPIs and Metrics. 	X		
<ul style="list-style-type: none"> • The ability to successfully manage resources and lead multi discipline teams to meet and exceed against project objectives and deliverables 	X		
<ul style="list-style-type: none"> • Ability to construct and maintain project schedules of varying levels of detail. Experience of using Microsoft Project. 	X		
<ul style="list-style-type: none"> • Ability and knowledge of how to produce and review project documentation such as a Programme Management Plan, Statement of Work and Work Breakdown Structure. 	X		
<ul style="list-style-type: none"> • Experience of working with suppliers and subcontractors. 	X		
<ul style="list-style-type: none"> • Knowledge of risk Management processes and tools. 	X		
<ul style="list-style-type: none"> • Experience of working with external customers and relationship management. 	X		
<ul style="list-style-type: none"> • Experience and knowledge of management project budgets. 	X		
<ul style="list-style-type: none"> • Appropriate IT Skills including Microsoft Office Suite 	X		
Desired skills and experience:			
<ul style="list-style-type: none"> • Technical/engineering understanding 	X	X	
<ul style="list-style-type: none"> • Agile & Scrum experience 	X	X	
Minimum qualification:			
<ul style="list-style-type: none"> • An industry recognised Project Management Qualification (e.g. APM or Prince) 	X	X	
Personal/Behavioural Attributes			
<i>Essential:</i>	S/L	I	A
<ul style="list-style-type: none"> • Cooperative teamwork 		X	
<ul style="list-style-type: none"> • Confident and articulate with good communication skills 		X	
Other Requirements			
Subject to security vetting to a minimum SC level	X		

S/L = Short Listing I= Interview A=Assessment