



JOB DESCRIPTION & COMPETENCIES

EMPLOYEE NAME	
POSITION DESCRIPTION	Project Team Leader/Manager
OPERATIONAL AREA	Delivery

KEY RESPONSIBILITIES

- Lead project reviews, holding delivery teams to account for meeting project deadlines and objectives
- Create and update action list
- Identify project issues, seek and deploy appropriate responses
- Capture and manage project risks, developing and implementing appropriate mitigation plans
- Update project finance, including cost vs actual including forecast planning
- Apply problem solving techniques and methods to issues
- Act as the principal project contact with customers
- Manage relationships with critical project subcontractors
- Provide regular project updates to the Programme Manager
- Support NPI gateway for manufacturing
- In-service management, including engineering change process
- Support the bid process for future work, identifying how new work might fit within the existing programme



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KEY COMPETENCIES	
GENERAL COMPETENCY BAND	5
ROLE SPECIFIC COMPETENCIES	
<ul style="list-style-type: none">• 3+ Years of Project Management in Engineering or Production Environment• Engineering Degree HND or equivalent experience• Project Management Qualification/Certification desirable• Ability to summarise meeting, communicate verbally & written• Negotiation techniques to manage conflicting priorities• Project management tools and Problem solving techniques• Enthusiastic, willingness to succeed and develop into role	