



## JOB DESCRIPTION & COMPETENCIES

EMPLOYEE NAME	TBC
POSITION DESCRIPTION	Head of Projects
OPERATIONAL AREA	Delivery

### KEY RESPONSIBILITIES

Founded in 2013, Indra Renewable Technologies is a fast-growing electric vehicle and smart energy technology company developing innovative charging and energy storage solutions. Indra operates across two highly innovative and fast-moving industries; electric vehicles ('on vehicle' technology) and smart energy ('off vehicle technology'); developing and manufacturing smart energy products, including an electric vehicle Smart Charger, a Vehicle to Grid (V2G) charger and vehicle battery systems. We see an opportunity for Indra to play a significant role in supporting EV OEMs, energy retailers and electricity grids in the transition to decarbonising transport and homes in the UK and beyond.

#### Key Responsibilities:

- Own the definition and delivery of a programme of product development, consisting of multiple projects, both internally and customer driven
- Designing and implementing appropriate project and programme management processes to support the definition and delivery of projects
- Working with the Head of Engineering, manage the allocation of resource to projects to balance priorities and delivery timescales
- Lead project reviews, holding delivery teams to account for meeting project deadlines and objectives
- Identify project issues and deploy appropriate responses
- Capture and manage project risks, developing and implementing appropriate mitigation plans
- Act as the principal project contact with customers
- Manage relationships with critical project subcontractors
- Provide regular project and programme updates to the leadership team
- Support the bid process for future work, identifying how new work might fit within the existing programme
- Act as a mentor to developing projects staff

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### KEY COMPETENCIES

### ROLE SPECIFIC COMPETENCIES

- 10+ Years of Project / Programme Management in a Commercial Engineering or Production Environment
- Experience of New Product Development and Introduction
- Understanding of hardware and software development approaches
- Effective stakeholder management skills
- Ability to manage conflicting priorities and provide clear direction to a team
- Advanced usage of project management tools (in particular Microsoft Project)
- Quality control and approvals

### Core Qualities:

- Competence to build and effectively manage interpersonal relationships at all levels of the company
- Personal Effectiveness: proactive, makes things happen, operates with resilience, flexibility and integrity
- Communication: shares and listens to information, opinions and ideas, using a range of effective approaches
- Self-Awareness: learns continuously and effectively adapts behaviour in response to feedback

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