

## Job Description

<b>Reference</b>	Vacancy 447	<b>Job Title</b>	Senior Project Manager
<b>Department</b>	Project Management	<b>Reporting to:</b>	Operations Director
<b>Salary</b>	£50,000 - £65,000	<b>Hours of Work</b>	37 Hours - Days
<b>Type of Contract</b>	Contract or Employed	<b>Contract Duration</b>	Ongoing or Permanent

### COMPANY INFORMATION

CAD CAM Automotive (CCA) is an established and growing Automotive Engineering company who for over 100 years have been involved in the design and development of some of the world's most iconic vehicles.

#### What can we offer you?

- Competitive salary
- 33 Days Holiday including public holidays each year
- Employer paid health cash plan (covering optical, dental plus other benefits)
- Contributory pension scheme
- Life assurance
- Corporate discounts
- Employee referral scheme
- Provided company branded workwear
- Incentives for qualified first aiders

### JOB PROFILE

#### Overall Purpose and Aims of the Job Role

The Project Manager is responsible for co-ordinating and controlling their allocated projects from concept to post production launch, for new/modified components and vehicles ensuring delivery to timing deadlines, cost and quality. Project Managers is also required to provide support to Programme Managers.

#### Key Tasks – Roles & Responsibilities

- Accountable fully for the running of their Projects in terms of Cost , time and quality
- Reporting against own programme performance inc forecast to complete
- Maximise any opportunities to leverage improved rate on return and /or increase value add contribution to the company
- Identify new opportunities for future / continued work
- Lead on projects, coordinating from start to finish including engineering changes
- Ensure progress is monitored; risks identified and appropriate mitigation against non-delivery is invoked
- Create and manage project plans gateways, functional milestones and deliverables
- Manage constraints to ensure delivery to project timing and budget with maximum effectiveness
- Achieve good customer relationships that will ultimately maximize long term profit
- Work and act independently, being self-supervising
- Review project outcomes/lessons learnt with Head of Programmes
- Work on multiple projects requiring innovative solutions
- Assist Programme Managers
- Report against project performance to the project team
- Create and update project timing plans, Bill of Materials (BOM) and associated documents
- Progress chasing and reporting i.e. orders, materials, resource, capacity planning
- Gain a thorough understanding of the project requirements, what's been quoted and what the customer is expecting (managing expectations)
- Support purchasing by obtaining quotes and lead times from suppliers
- Support/co-ordinate deliveries with the logistics team
- Coordinating and attending internal and customer reviews/meetings
- Involvement with process development and assisting with the implementation of change management (ECR process)
- Assist and co-ordinate Project Engineers in their daily tasks, delegating duties as required
- Assist the Senior management team in identifying strategic continued improvement principles based on experiences

**PERSON SPECIFICATION**

**Technical/IT and Educational Requirements**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Microsoft office skills including excel, word and projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in relevant subject area i.e. Business, Project Management, Automotive, Design or engineering</li> <li>• HND/HNC in engineering</li> <li>• Prince 2 qualification</li> <li>• Six Sigma qualification</li> </ul>

**Competencies**

<b>Essential level of competency</b>	<b>Desirable level of competency</b>
<ul style="list-style-type: none"> <li>• Automotive engineering/manufacturing background within a Tier 1 or OEM</li> <li>• Experience of tooling programmes</li> <li>• An understanding of the automotive development process</li> <li>• Experience working with prototype vehicle body pressing</li> <li>• Customer orientated approach to all tasks</li> <li>• Ability to develop strong working relationships</li> <li>• Communication &amp; presentation skills</li> <li>• Ability to manage &amp; prioritise multiple demands</li> <li>• Task &amp; project leadership skills</li> <li>• Extensive project planning experience &amp; ability to produce timing plans</li> <li>• Ability to derive resource &amp; revenue budgets from project plan</li> <li>• Data driven approach to analysis</li> <li>• Ability to balance challenge self &amp; team members without taking excessive risks</li> <li>• Methodical approach to task management &amp; an ability to communicate task requirements clearly at all levels</li> <li>• Ability to negotiate complex arrangements</li> <li>• Highly motivated, flexible &amp; organised</li> <li>• Optimistic &amp; open to change</li> <li>• An collaborative approach to others</li> <li>• Experience of delivering projects within an APQP framework</li> <li>• Attention to detail</li> <li>• Ability to adapt to changing priorities</li> <li>• Good written &amp; reporting skills</li> <li>• Ability to progress chase &amp; manage deadline expectations</li> <li>• Ability to be flexible regarding working hours and location</li> </ul>	

**Other Information**

<ul style="list-style-type: none"> <li>• Applicants must have the unrestricted right to work in the UK</li> <li>• CAD CAM Automotive is an equal opportunity employer</li> </ul>
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**If you are interested in applying for this role please submit a copy of your CV and cover letter to [HR@cad-cam-automotive.co.uk](mailto:HR@cad-cam-automotive.co.uk)**

Visit our website for further details about CAD CAM and our exciting opportunities  
[www.cad-cam-automotive.co.uk](http://www.cad-cam-automotive.co.uk)