

Title: Senior Project Manager

Location: Dukinfield, Greater Manchester

Contract: Permanent

The Role

We have a great opportunity for an experienced Senior Project manager to join our friendly, well-established engineering business based in Dukinfield.

Purpose of the role

- The Senior Project Manager will lead project delivery team (project managers, planners, schedulers) ensuring delivery to time, cost and specification/quality whilst managing risk.
- The Senior Project Manager will co-ordinate team communications with the customer (internal and external) and other stakeholders to assure mutual success through the life of all company projects
- Development of the project team and processes to deliver industry required standards
- Report to Head of Operations and be fully accountable for all projects throughout the project lifecycle and across all business functions.
- Escalation route (internal and external) for relevant project requirements

Key responsibilities and tasks

Manage the teams producing project plans and forecasts

- Development of the project team and processes, working with the process leads and operations team to manage evolving industry and customer requirements
- Managing team to deliver project estimates and plans
- Managing team to deliver project objectives and requirements
- Establish constraints with stakeholders; and capture all essential information in agreed project initiation documents.
- Managing team to develop accurate and realistic project plans that are accepted by the user and engineering team leaders
- Define deliverable resource requirements and work plans.

Manage delivery of team's projects to plan

- Ensure project delivery team are working within a structured and methodical project management approach and managing project dependencies and the critical path.
- Lead any remedial action plans to address project delivery failures.
- Track company project delivery against set targets and milestones.
- Anticipate problems and constraints, and recommend solutions, appropriately balancing between project quality, cost & delivery goals and exercising appropriate judgment in escalation of issues.
- Liaise with operations/engineering team leaders to identify resource needs and eliminate or minimize resource conflicts
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- Co-ordinate priorities and task allocation with operations/engineering team leaders in order to adhere to the plan
- Manage team to identify potential project risks, develop appropriate mitigation plans and execute as necessary.
- Issue resolution / improvements with suppliers, in conjunction with supply chain specialists.

Track and report team progress against plan and maintain project documentation

- Issue periodic activity plans to project team and monitor adherence to plan
- Manage team to maintain up to date master project plans, tracking progress against project milestones
- Manage team to update project status (schedule, costs, issues, risks) on a periodic basis to TPG management
- Communicate project progress and performance to all stakeholders, including end customers, and ensure alignment in understanding of project progress to completion
- Compile ongoing forecast of future project activity
- Manage team to report and deliver to planned cost to completion
- Maintain complete and accurate records and comply with all company regulations and standards
- Maintain project history and organise project wrap-up meeting to capture lessons for continuous improvement (LfE, Lessons Learned, etc...)
- Ensure protection of intellectual property

Build and maintain a positive relationship with internal and external customers

- Manage appropriate communications to maintain client relationship and confidence in TP Group
- Maintain team to deliver full records of all correspondence and meeting outcomes with client
- Chair regular project team meetings to monitor project progress and issue resolution
- Provide inputs to performance evaluations (to company KPIs)

Personnel Specification

Essential profile

- A minimum of 5 years' experience working in a Project/Programme Management role in an engineering, or manufacturing environment.
- A desirable minimum of 5 years' experience working in a critical application sector such as aerospace, defence, automotive or energy
- Evidence of team building experience through development plans, coaching and mentorship
- Qualified to Practitioner level in either PRINCE2 or APM.
- Candidates must have an existing right to live and work in the UK
- Must be able to achieve minimum BPSS Security Clearance.

Qualifications, experience and skills

Required competences	Level
Senior Project Management – technical aspects	
• Computer skills and proficiency with MS Office including MS Project	5
• Knowledge and understanding of PRINCE2/APM methodology	4
• Managing a team of project staff	5
• Work with team to generate project estimates and plans from data supplied by business development, production and operations departments	5
• Track project delivery against baseline targets and milestones with team	5
• Understanding and mentoring of project risk management, including mitigation plans and reporting	5
• Excellent communication skills with all levels of interface (internal and external)	5
Soft Skills	
• Able to communicate effectively in writing and orally at all levels within the organisation	5
• Break down a project plan into suitably sized work packages with associated earned value and cost estimates	5
• Action oriented - can take positive action in response to emerging issues in uncertain situations without pre-empting a solution.	5
• Knowledge and application of ISO9001/AS9100 standards.	3
• Can build positive working relationships with other functions and with customer/other external representatives	5
• Can access and maintain knowledge of industry best practice and emerging trends in discipline management / systems / methods	4
• Learning - adopts new ideas and concepts while exercising good judgement on their relevance	4
• Negotiating - Capable of standing their ground and achieving agreement while maintaining good relationships in all areas that they work.	4
• Patience - Will listen carefully to other people's ideas and opinions react positively to suggestions and take the time to allow others to express themselves.	4
• Peer Relationships - observed by others as a team player of integrity who may bring a differing point of view but with the goals of the team at the heart of what they do.	4
Office and Administrative	
• Computer skills and proficiency with MS Office including MS Word	4
• Computer skills and proficiency with MS Office including MS Excel	4

• Computer skills and proficiency with MS Office including MS PowerPoint	5
• Computer skills and proficiency with MS Office including MS Project	5
• Computer skills and proficiency with MS Office including MS Outlook	4
• Computer skills and proficiency with MS Office including MS Visio	3

Competence levels

0. Unaware
1. Aware but no significant ability or experience
2. Can complete standard tasks with supervision
3. Can complete standard tasks unsupervised
4. Can complete complex tasks reliably and effectively
5. Mastery of all aspects of the task

About Us

TP Group is a professional services and technology partner to global, defence, energy, space and intelligence & communications programmes.

Working in partnership with stakeholders, including systems integrators, original equipment manufacturers and end-users we design, deliver and support high-integrity mission-critical systems and services.

Based upon 75 years of engineering heritage and leveraging our unique knowledge, skills and experience, TP Group Technology & Engineering combines a range of high-end capabilities to produce high-integrity equipment from factory facilities in Portsmouth and Manchester.

TPG Engineering Ltd is part of the TP Group plc. With existing core strengths in the design, manufacture, and repair of heat exchangers as well as subcontract fabrication, we have ambitious plans for growth as a provider of subcontract and lifecycle engineering services within the sheet metal and fabrication industry.

Company benefits include:

- 25 days' holiday in addition to bank holidays
- 4.5 day week
- Company pension scheme
- Free onsite parking

TEAM *tpgroup*

Our Core values reflect our way of thinking and working, who we are and who we want to be.

Achieve together / Embrace responsibility / Strive for excellence / Build unity / Challenge ourselves / Have integrity in all that we do.

To apply for this role, please send a CV and a covering letter detailing your current salary and benefits package to hr@tpgroup.uk.com