

## Lead Project Manager Job Description

At Astech Projects, we design and supply robotics and automation systems to some of the world's largest, most innovative and well-known companies.

We are seeking to recruit a highly motivated Lead Project Manager who will be managing small multi-disciplined design and manufacturing teams, working on solutions for technically complex applications. This position is intrinsic to the overall success of the business and will contribute to our growth in designing and building complex robotics and automation solutions.

The role will require you to manage all aspects of the project lifecycle, including programme, commercial risk, change and technical management. You will work closely with your team and our clients to ensure that projects are delivered on time, in the most efficient and cost-effective way, whilst maintaining our emphasis on quality.

Excellent technical, organisational, planning and time management skills are required in order to manage projects simultaneously without compromising on standards and quality. You will have a proactive approach when it comes managing your own workload and that of others in your team.

We are looking for someone who values innovation, quality and reliability, who will solve problems and deliver the best technical solution, with a strong sense of commercial appreciation.

### Responsibilities

- Coordinate the delivery of multiple projects to client requirements and in line with business success criteria.
- Contract and commercial risk management, change control management, including management of variations. Working with projects teams to address revenue leakage and "scope creep".
- Ensuring projects are delivered on time and to budget.
- Support and mentoring to the Projects team.
- Responsible for planning, managing the programme and financial performance.
- Prepare fortnightly management information for progress meetings and input into monthly director meetings detailing project performance, deviations to timeline and financial performance.
- The ability to quickly identify and mitigate risks.
- Coordinating small multi-disciplined teams on technically challenging projects.
- Contributing to the design evolution and formal design process.
- Reviewing and approving technical documentation, working to our formal ISO9001 Quality Management System (QMS).
- Delivering a strong technical solution that meets Customer specifications and expectations.

- To strengthen client relationships and respond quickly to client requirements.

## Key Requirements

- Qualified to HNC/Degree level - preferably in Electrical or Mechanical Engineering or relevant STEM.
- Proven experience of project management, preferably in an advanced manufacturing environment.
- Strong commercial awareness.
- Proven experience of contract management and project change control, including issue of contract variations.
- Experience of managing automation projects from concept design to client handover.
- Strong leadership qualities with a proven track record of motivating team members.
- Proven experience of managing multi-disciplined project teams incorporating mechanical, electrical and software.
- Proven track history of delivering multiple high value projects, on time, to specification and to budget.
- Experience of delivering technically challenging projects into laboratory and/or advanced manufacturing applications.
- Exceptional communicator across all levels of the business including client relations. As well as excellent team management capabilities.
- Excellent organisation and planning skills.
- Ability to manage workload and deliver to tight deadlines.
- Some domestic and international travel may be required.
- Ability to deliver in accordance with existing ISO9001 Quality Management System
- IT literate, experienced user of Microsoft Office and Project.

## Desirable Requirements

- Development of technical documentation and specifications
- Experience of generating proposal cost estimates and Quotation documents.
- Knowledge of formal project management methodologies.

Salary negotiable dependent on experience, auto-enrolment pension and private medical cover. Remote working considered, when appropriate and starting at 25 days holiday per annum and onsite parking.

Astech is an equal opportunities employer fostering an inclusive and dynamic work environment.