# **Job title:** Project Manager (Equipment, Technology & Innovation)

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| Main purpose |
| To be responsible for the delivery of allocated projects and provide coordinated support for the project delivery team members across ET&I.  |

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| Main duties |
| * Development of budgets, plans, work schedules and other technical activities, coordinate and monitor these for assigned ET&I projects.
* Translating client needs and organising practical terms into required timelines to be met by the team.
* Identify potential problems with projects, supporting the team into developing solutions and ensuring implementation.
* Host frequent meetings with the team for program updates to establish any potential issues with delivery / quality & cost that might impact the current project plan.
* Working with third-parties
* Ensure that all legal requirements are met throughout the project.
* Ensure resources are allocated for assigned projects.
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| Job specific duties |
| * Conduct project administrative tasks, including generating PANS, CVO, Invoices and PCN’s.
* Generate Project delivery Gantt charts based on the Project PAN to establish forecasted delivery and required project resources, monitor and adapt as the project progresses.
* Ensure Export licenses are in place if required..
* Ensure compliance to CE Marking requirements.
* Establish, with the team, any procurement long lead items / issues which may impact project delivery.
* Host regular project update meetings with the team to provide programme updates.
* Daily project update meetings with the team for certain projects / tasks, as required.
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| Group | Equipment, Technology & Innovation |
| Reports to | Head of Business Development, Sales and Support (Group Manager in interim) |
| Responsible for | To be confirmed |
| Date agreed | May 2025 |