# **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 |