

## 1. JOB DESCRIPTION

<b>Job Role</b>	Project Manager
<b>Location</b>	Dual located role, operating between Lutterworth, Leicestershire & Northampton Occasional periods working offsite anticipated within the UK (customer & supplier visits), with the potential for occasional travel to the EU or worldwide.
<b>Reports to</b>	Chief Programmes Officer
<b>The role</b>	
<p>Hypermotive are an innovative, industry respected and rapidly growing engineering and manufacturing business in the eMobility sector. With a reputation for excellence, we are recognised as leaders in the supply of Electric Vehicle and Fuel Cell System integration and Wiring Systems design and tier 1 manufacturing operating across multiple sectors including automotive, commercial vehicle, off-highway, rail and marine. A highly capable, diverse, and dynamic team, we offer a fun, fast-paced working environment with a strong commercial focus.</p> <p>As a key member of the Hypermotive Programmes team, the Project Manager will be responsible for the planning and delivery of new and existing Engineering projects. Working closely with our highly experienced Engineering team and other business functions, you will support the on-time delivery of projects within budget. You will work on a portfolio of projects across all aspects of electrical systems and at all stages of the product design lifecycle. These will be a broad spectrum of product development and commercial projects, as well as some government grant-funded projects.</p> <p>Your responsibilities will include:</p> <ul style="list-style-type: none"> <li>• Working alongside the Commercial team, manage the pre-award phase from initial tender to contract award, ensuring the business is fully engaged and that all technical requirements, timescales, costs, risks, contingencies, mitigations, resources are visible, understood and accepted prior to the programme commencement.</li> <li>• Being the principal interface to the customer during the delivery phases of projects, managing all aspects of communications with the customer including expectations management.</li> <li>• Ensuring effective communication and information transfer between the customer and Hypermotive internal teams.</li> <li>• Management of multiple active projects from receipt of order until project close out in line with customer requirements and Hypermotive's project management process including scope, timing, budget and risk tracking.</li> <li>• Ensuring effective and controlled management of change requests on active projects.</li> <li>• Stakeholder management including both internal communications and reporting, and external customer communications.</li> <li>• Regular project progress reporting internally and externally to the customer and other key stakeholders to the required level.</li> <li>• Support management of the Engineering resource plan interleaving the multiple concurrent projects.</li> <li>• Ensuring effective communication and information transfer between Engineering and Manufacturing on projects with a physical hardware output.</li> </ul>	

- Coordination with purchasing and accounts to ensure effective management of parts purchasing, subcontracted deliverables and invoicing.
- Escalation of any project risks, issues or opportunities within the business in a timely manner.
- Generation and maintenance of key project documentation.
- Attend and lead, as required, team, supplier and customer meetings and seek to resolve any issue assigned to you in a timely manner.
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## Education and Skills Requirements

### *Education:*

Educated to degree level in relevant science or engineering discipline

3+ years' experience in relevant role and industry

### **Skills & Experience Required:**

- Experience in managing commercial engineering projects within a relevant sector
- Experience of fast-moving environments and supporting multiple projects concurrently
- Experience of customer-facing project management
- Competent user of MS Project and all standard MS Office softwares (inc Excel, Word, and Powerpoint)
- Strong, pragmatic and hands-on experience of working as a project manager
- Excellent verbal and written communication skills
- Fluent in English

### **Skills preferred:**

- Experience of managing Product Development projects within a relevant sector across the whole NPD process
- Experience in managing Government funded projects
- Project Management qualifications (e.g. PRINCE2/PMP)
- Experience using Jira for team task management and tracking

### **Personal attributes:**

- Flexible attitude
- Team player
- Self-motivated
- Good organisational and time management skills
- Proactive approach to work with a "can do" attitude
- Able to multi-task across several projects at one time

### **Hypermotive can offer:**

- Engaging, varied and challenging work across a range of sectors,
- Competitive rates of pay and generous holidays,
- Highly flexible working arrangements - We offer flexible working within core business hours,
- Pension scheme,
- Healthcare scheme,
- A culture which recognises contribution and encourages innovation and creativity,
- Strong industry knowledge, expertise and a reputation for excellence

