

# Project Manager (Yeadon)

This full-time role involves customer facing development projects from the initial design stage into full production and customer delivery. Responsibilities include the coordination and completion of projects on time and within scope: agree project specification and timescales with the client, identify resources, plan tasks, milestones, monitor and manage progress of tasks ensuring projects goals are met in a timely manner. Prepare reports for the engineering manager, directors and customers.

## Key responsibilities and accountabilities:

- a)** Acting as a project manager, you will be responsible for working with a team of multidisciplined engineers in order to develop / adapt a range of products that comply with the hazardous location standards, CE/UKCA directives as well as (future progression) with the relevant functional safety standards (SIL/PL). Liaise with the Approvals Manager regarding the hazardous location standards.
- b)** Engage with the customers to determine their requirements and write up a formal comprehensive specification defining the entire scope of the project, may require site visits.
- c)** Manage changes to the project scope/specification, schedule and resources, develop contingency plans to maintain on-time delivery of the projects.
- d)** Determine resources required for the projects. Work with engineering manager to identify skills gap, hiring and training of staff.
- e)** Define the system/project architecture, project objectives, timeline for different stages of project deliverables, from concept to completion, including post-launch support. Use JIRA to list all the tasks associated with the project. Develop and establish detailed project plans (Gantt Charts) and schedule sprints, monitor the project progress against the schedule and appropriate metrics, revise as appropriate to meet needs and requirements.
- f)** Manages day-to-day operational aspects of projects and delegate tasks based on a team member's skills.
- g)** Establish and maintain relationship with the third parties/subcontractors/suppliers to ensure delivery of the parts and components in a timely manner and to the specification.
- h)** Review and approve the work of engineers on a regular basis: product designs, drawings, quotes and POs before they are sent to the suppliers for manufacturing at both prototyping and post-launch stages of the project.
- i)** Prepare project verification documents including test matrices and quality assurance procedures. Oversee and sign off the test results of all the relevant aspects of the product compliance against the customer's specifications.
- j)** Get involved in the manufacturing side of the project to ensure that the product is manufacturable, also help in setting up the manufacturing line. Work closely with the test engineers in order to develop the production test rigs, initially supporting product testing after the production grade product is released.
- k)** Responsible for maintaining the complete project documentation throughout the project life cycle such as: technical files, product manuals, troubleshooting guides, manufacturing and test procedures, labels, BOMs, etc.
- l)** Hold regular status meetings with project team and maintain the minutes on JIRA/within project documentation files.
- m)** Ensure that the customer is kept up to date with any changes to the project scope or timelines. Report progress to clients and engineering manager via regular reports.
- n)** As per the project requirements, pick up any of the project tasks such as design (Hardware, PCB, Test), documentation, etc. Design and test hardware schematic & PCB for the new as well as existing products by making use of Proteus or Altium, ensuring that the design meets the defined functional goals.

- o)** Conduct post-project reviews and create recommendation reports.
- p)** Manage the delivery of multiple projects at a time.
- q)** Mentoring and training of staff as required.
- r)** Other duties as assigned.
- s)** Reporting to the engineering manager on a weekly basis.

*The above tasks are the key aspects of the role but, like any other role, it is not possible to specify every single task and requirement of the role and you are required to carry out any reasonable task required of you.*

## **Essential Requirements**

- (i)** Master's or Bachelor's degree in a related discipline.
- (ii)** Detailed knowledge and proven experience of delivering projects with Software, Hardware and Mechanical integration requirements (from concept to implementation / delivery).
- (iii)** Leadership skills in planning, execution, requirements tracking, risk analysis.
- (v)** Previous Team Lead/Project Management experience and strong people management skill.
- (vi)** Excellent verbal and written communication skills for capturing project documentation from inception to delivery.
- (vii)** The ability to communicate complex ideas succinctly and persuasively to peers, management and customers.
- (viii)** Strong decision maker when subjected to limited information, to be translated into assumptions to be verified.

## **Desired Criteria**

- (i)** Experience of working to hazardous standards.
- (ii)** A minimum of 5 years of design experience in the Electronics and/or Embedded C.
- (iii)** Strong analogue electronics and PCB design skills.
- (iv)** Experience with ARM or PIC microcontrollers.
- (v)** Experience of using Proteus or Altium for schematic and PCB design.
- (vi)** Working knowledge of JIRA and version control system (SVN).

*(Salary is negotiable)*

# **Apply Now**

**If you'd like to join our diverse and inclusive team send your CV to:  
[careers@don.co.uk](mailto:careers@don.co.uk)**

**We look forward to hearing from you,**

**The DonElec Group**