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| ROLE PROFILE | | | |
| Job title | Project Manager | Date | 19/03/2025 |
| Business | Samworth Brothers | | |
| Department | Engineering | | |
| Location | Manton Wood | | |
| ROLE SUMMARY | | | |
| |  | | --- | | To control and manage engineering project activities on site encompassing the full project lifecycle. |   To lead projects and manage stakeholders using project management tools and methodology.  The role will include identifying proposals, costs and project timescales.    To engage with project teams/stakeholders capitalising on a collaborative project management approach.  To identify project success criteria and measure the project at closure against the scope and earlier identified success criteria.  Member of engineering middle management team reporting into the Engineering Manager. Key interaction with all disciplines, especially the Operations team and Technical staff. | | | |
| REPORTING STRUCTURE | | | |
| Reports to | Engineering Manager | | |
| Direct & indirect reports |  | | |
| Key internal stakeholders | Engineering Manager, Engineering department, Department Heads, Operations, Technical, Hygiene departments | | |
| Key external stakeholders | External contractors, Suppliers | | |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES | | | |
| This is not an exhaustive list and the role will require you to accept additional responsibilities.   * Develop detailed project plans * Ensure correct resource availability and allocation * Deliver projects on time and in full * Project Cost Control – Ensure project activity is aligned with project budgets * Project Timelines – Ensure project timelines are adhered to in line with project milestones * Engage with Project teams including internal and external stakeholders ensuring all activity is communicated and aligned with expectations identified within the project scope and plans. * Evaluate and risks to projects and identify risk mitigation measures. * Identify solutions and options to address problems which are converted to a full * Mentor, coach and develop team members in project management tools and best practice methodology * Meet with management and suppliers to identify project requirements * Monitor project performance to ensure timely delivery * Develop excellent leadership, customer relations and communication skills to liaise effectively with all project collaborators * Health and Safety - ensure all procedures relating to Health and Safety are employed by all engineering personnel and contractors and to ensure that this done by auditing process and procedures * Food Safety – all engineering personnel have a key responsibility to ensure their activities do not compromise food safety and it will be the project managers responsibility to ensure current practices are met when managing projects | | | |
| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE | | | |
| * Experience of managing projects including the full project lifecycle. * Experience of working within food manufacturing and managing projects within budget constraints * Proven experience of demonstrating the use of project management tools through each stage of the project lifecycle * Results driven * Formal project management qualification * Legislative awareness * PUWER * Electrical regulations * Engineer or a background in engineering * Strong organisational skills * Excellent communication skills * Self-motivated and highly resilient * Leads by example * Numerate and financially aware | | | |
| CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS | | | |
| **Competency** | **Descriptors** | | |
| Values People | *Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times.* | | |
| Customer Focus | *Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success* | | |
| Collaborative Team Working | *The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with PQP and Federalism.* | | |
| Flexibility & Adaptability | *The ability to change and adapt own behaviour or work procedures when there is a change in the work environment, for example as a result of changing customer needs.* | | |
| Initiative & taking ownership | *Steps up to take on personal responsibility and accountability for tasks and actions in line with PQP and Federalism.* | | |
| People Management | *The ability to understand people and their motivations, build good relationships with them and help them unlock their potential.* | | |
| Empowering others | *Creates an environment where people feel required and enabled to take ownership and responsibility.* | | |
| Coaching for performance | *The ability to help others achieve more through two-way feedback, clear direction and enabling.* | | |
| Analysis & Planning | *The ability to take a range of information, think things through logically and prioritise work to meet commitments aligned with organisational goals.* | | |
| Drive for Excellence | *Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement.* | | |