

# Project Manager

An abstract graphic featuring a dark grey background. A large, smooth, teal-colored swoosh or curve starts from the top right, sweeps downwards and to the left, and then curves back towards the bottom right, creating a dynamic, flowing shape that occupies the right half of the image.

# Project Manager

Competitive salary and benefits package on offer, within an employee-owned organisation.

Closing date: 31th August 2021

## **Main purpose**

Aber is seeking to appoint an experienced Project Manager to organise a multifaceted team, to deliver projects with technical integrity to meet anticipated deadlines. Leading the team, the Project Manager will monitor the project's progress, organise the resources accordingly, to focus upon producing a quality product within the desired timeframe.

From development within the role, they will gain an understanding of the processes involved to a fine level of detail, building up a repository of typical steps and stages. The Project Manager will examine the associated risk and time attached to each step, to produce realistic project timelines; considering lead times, repeat testing, design, prototyping, and calibration. Working with the engineers to organise the project delivery plan on both a short and long-term basis.

Reporting to the R&D Manager regularly, the Project Manager will describe each team member's progress and discuss any challenges faced. The skills base of the project team will be assessed, shared with the R&D Manager, together with the wider Management Team to build an accurate skills and resource matrix to develop further projects and identify recruitment need.

## **Duties to include**

- The ability to lead project meetings, encouraging the design engineers into dynamic discussions, challenging any decisions and assumptions, and capturing those justification. Refer to and develop the design specifications, which will be the central point for documenting modifications to the project process.
- Produce detailed reports for the R&D Manager, identifying opportunities and risks, to be shared with additional team members.
- Develop and continuously improve a best practice working manual, to be easily understood by others within the team.
- Using Active Collab, work with the team to assign tasks and monitor progression, focusing on dividing the tasks into easily understood and achievable fragments of work.
- Meeting customers' expectations and standards.
- Delivering results within the agreed timescale and budget.

## **Knowledge, Skills and Experience Required**

- Experienced people manager.
- Ability to be detail oriented.
- Highly organised.
- Previous Project Management experience.

- Able to produce quality reports to be shared internally and potentially externally.
- Engineering qualifications and industry experience.
- Comfortable challenging unfamiliar situations in a constructive way.
- Create an energetic and dynamic environment.
- Able to motivate and encourage others to develop.
- Knowledge or experience of working to ISO90001 standards.

**Knowledge, Skills and Experience Desired**

- Knowledge or experience of working to ISO13485 standards.
- Proven project management delivery within a software and / or mechanical engineering setting.
- Experience working within EO organisation.

To apply please send a CV and Cover Letter by email to: [hr@aberinstruments.com](mailto:hr@aberinstruments.com)

# Aber employee benefits at a glance

As part of Aber's commitment to making the company a great place to work and to reward our employees for their contribution and hard work, we offer the following benefits.

1000 gifted shares on completion of probation period



ABER profit share



Flexible working



Peace of mind if you die in service (4x salary for your family)



Income protection scheme (75% of salary)



Opportunity to buy further ABER shares



20 days increasing to 26 days (UK based) holiday plus bank holidays with additional shutdown between Christmas and New Year



Opportunity to influence how the company grows and operates through an employee council.



ABER contributes 8% towards your pension scheme, while you contribute just 3%



Cycle to Work scheme

