

## JOB DESCRIPTION

<b>Job Role</b>	Project Manager
<b>Location</b>	Role based at Lutterworth, Leicestershire Occasional periods working offsite within the UK (including our Manufacturing facility in Northampton), the EU or worldwide.
<b>Reports to</b>	Programmes Director
<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. A highly capable, diverse, and dynamic team, we offer a fun, fast-paced working environment with a strong commercial focus.</p> <p>You will work on a portfolio of projects across all aspects of electrical systems and low carbon vehicles, 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>As a key member of the Hypermotive Operations team, the Project Manager will be responsible for the planning and delivery of new and existing Engineering projects &amp; product development. Working closely with our highly experienced Engineering team and other business functions, you will support the on-time delivery of projects within budget.</p> <p>Your responsibilities will include:</p> <ul style="list-style-type: none"> <li>• Management of the pre-award phase, from tender to contract award, to ensure the business is fully engaged and that all technical requirements / costs / risks / contingencies / mitigations / resources are visible prior to the project's commencement.</li> <li>• Project management of government funded projects from application through to close out, including coordination with external consortium partners, quarterly reporting, grant claim submissions and financial control of the project.</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 and including scope, timing, budget and risk tracking.</li> <li>• Regular project progress reporting internally and externally to the customer and other key stakeholders.</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> <li>• Coordination with purchasing and accounts to ensure effective management of parts purchasing, subcontracted deliverables and invoicing.</li> <li>• Ensure project documentation is generated and maintained to requirements.</li> </ul> <p>You will work closely with our, supporting all areas to ensure right first time, on-time delivery of projects within budget. You will support team, supplier and customer meetings as required and seek to resolve any issue assigned to you in a timely manner.</p>	

**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 managing Product Development projects within a relevant sector across the whole NPD process
- 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 in managing Government funded projects
- Project Management qualifications (e.g. PRINCE2/PMP)

**Personal attributes:**

- Flexible attitude
- Team player
- Self-motivated
- Proactive approach to work
- 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