

JOB DESCRIPTION

Job Role	Manufacturing Programme Manager
Location	Role based at Northampton Occasional periods working offsite within the UK (including our Engineering facility in Lutterworth), the EU or worldwide.
Reports to	Chief Programmes Officer
The role	
<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, high performance wiring harness 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 however with a focus on pre-production through to production.</p> <p>As part of the Hypermotive Programmes team, the Manufacturing Programme Manager will be responsible for the planning and delivery of complex and volume manufacturing programmes in line with overall organisational strategy. Working closely with Manufacturing, and other internal teams as required, you will support the effective set up and implementation of both projects and programmes to ensure on-time delivery within budget, maintaining profit margins.</p> <p>Your responsibilities will include:</p> <ul style="list-style-type: none"> • Working alongside the Commercial team to 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. • Being the principal interface to the customer during the delivery phases of programmes, managing all aspects of communications with the customer including expectations management. • Ensuring effective communication and information transfer between the customer and Hypermotive internal teams. • 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. • Working with Engineering, Quality & Manufacturing to develop and implement a New Product Introduction process for Manufacturing from design to volume production. • Ensuring effective and controlled management of change requests on active projects. • Stakeholder management including both internal communications and reporting, and external customer communications. • Support Manufacturing team with production schedule development with clear communication of customer requirements, and to ensure the customer is kept informed of planned delivery dates. 	

- 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.
- Coordination and alignment of project managers managing projects feeding into your larger programmes.

You will work closely with all areas of the business to ensure right first time, on-time delivery of projects and programmes within budget. You will lead project communications with the customer, and support team, supplier and customer meetings as required and seek to resolve any issues identified within a timely manner.

Education and Skills Requirements

Education:

Educated to degree level in relevant science or engineering discipline
5+ years' experience in relevant role and industry

Skills & Experience Required:

- Experience of working in the automotive sector including familiarity with the APQP framework and PPAP
- Experience in managing complex commercial production programmes within a relevant sector with stringent quality expectations
- Experience of managing project managers within your programmes
- Experience of fast-moving environments and supporting multiple projects concurrently
- Experience of customer-facing project management including senior level commercial discussions and negotiations
- Leadership capability
- Works well under pressure with a clear ability to prioritise
- Advanced user of MS Project and all standard MS Office softwares (inc Excel, Word, and Powerpoint)
- Excellent verbal, written and presentation skills
- Fluent in English

Skills preferred:

- Project Management qualifications (e.g. PRINCE2/PMP)
- Experience of senior stakeholder communication and management

Personal attributes:

- Flexible attitude
- Assertive "leader" mentality
- Team player
- Self-motivated
- 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 - 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