



SOMERS FORGE LIMITED

JOB SPECIFICATION

<p>JOB TITLE: Project Manager</p> <p>REPORTING TO: Head of Defence Projects (HoDP)</p>
<p>DEPARTMENT: Defence</p>
<p>SUPERVISORY RESPONSIBILITY: None</p>
<p>JOB PURPOSE:</p> <ul style="list-style-type: none">• To support the HoDP to ensure that all Defence Contracts/Purchase Orders are delivered on-time, within budget to the agreed Quality requirements.• To ensure the day-to-day management of Defence Projects is aligned to the related Contract Terms and Conditions• To develop business relationships with all customers to ensure order book growth in core and key strategic business areas.• To ensure Customer Satisfaction Indicators, for all key Customers, are as high as reasonably practicable.
<p>MAIN DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none">• Co-ordinate the production of detailed customer proposals in accordance with the Form of Submission detailed with the customer Request for Quotation.• To co-ordinate internal resources and liaise with Supply Chain to engage sub-contractors in responding to customer Requests for Quotations (RFQs).• To assist in the generation, maintenance and communication of a detailed schedule of key activities from RFQ through to Manufacturing Readiness.• To monitor and track progress against the agreed schedule, reporting to internal management and the customer appropriately.• Manage Risks, Assumptions, Issues and Dependencies• Priority identification and resolution within and across multiple contracts.• To ensure all stakeholders, external and internal are identified and appropriate communication avenues established.• Maintain the Defence Opportunities Register• Assist with investigating any inefficiencies and overruns.• Drive continuous improvement in time, cost and quality across contracts by ensuring Lessons Learnt are embedded in company procedures, practices and systems.• Assist with investigating any inefficiencies and overruns.• Adhere to and encourage health and safety methods and procedures. Assist in reviewing and producing risk assessments and risk analysis documents• Generation of contract documentation including drawings, as identified with the RFQ or Purchase Order.• Being cognisant of Security Aspects letters in respect of storing, distributing and communicating of contract materiel within, and external to the company.
<p>EXPERIENCE REQUIRED:</p> <ul style="list-style-type: none">• Project Management Qualification (Essential APM PFQ, Desirable APM PMQ)• Management of Risk• Schedule Generation and Maintenance• General knowledge of UK Defence Standards• SC Cleared (or capable of obtaining SC)• General knowledge of Enterprise Resource Planning (ERP) Systems• Communication to senior management both internal and external.• Experience of a manufacturing environment• Available to support off-site working