

Job Title: Director of Programmes
Reporting to: Chief Technology Officer
Location: UK (Leeds or Sedgefield)

Purpose of Role:

- To ensure the execution and delivery of engineering programmes through the full life-cycle of projects.
- Resource planning and control to ensure that programmes are driven to execution, on time and to cost.
- Responsibility and authority for the overall management, planning and coordination of projects ensuring all contractual and commercial obligations are met.

Summary of Responsibilities:

- To establish project budgets and monitor and control expenditure accordingly.
- To ensure an effective interface between engineering, technology and operations.
- Responsible for formulation of the project budget and timescale and its subsequent control.
- Must continually assess potential risks and have a clear understanding of their likely impact and propose mitigations.
- Conflict management and resource management of projects for prioritisation.
- Ability to negotiate successfully and influence all project stakeholders.
- Provide clear, accurate and dynamic delivery forecast information to the business.

Job Content:

- To plan, organise and control project resources, budget and equipment in order to meet project requirements.
- To review, communicate and manage project risks.
- Manage the process of evolving/changing project scopes considering technical, commercial and operational impact.
- To continually review and optimize the New Product Introduction (NPI) process for improved projects efficiency and agility.
- To liaise with customers on project issues.
- Ensure that the NPI process is followed.
- Support sales teams in the preparation of contract specific proposals/bids.
- Leadership of the project team providing all necessary support and data to enable them to execute their responsibilities accordingly.
- Resolution of project-related problems.
- To visit suppliers and customers as required plus supporting, where applicable, price/spec negotiations, delivery terms, quality issues, commercial/technical conditions and requirements.
- To undertake and achieve all other assigned management tasks as directed by the Chief Technology Officer and report customer/product-related information, as requested.

Knowledge/Skills/Experience:

- Significant experience of managing programmes in highly technical engineering environments (RF systems preferred).
- Adept at effective conflict resolution and negotiation.

Knowledge/Skills/Experience (*continued*):

- PRINCE2, APM, PMP or similar.
- Experience working within/supporting international sites.
- Superb communication skills.
- Degree qualified or equivalent.
- Commercially astute with strong business and financial acumen.
- Engaging manager who performs in a fast-paced, evolving business.