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## Human Resources

### Job Description

**Job Title:** Project Manager

**Location:** Plzeň, CZ

**Department:** Projects

### Role Purpose

The Project Manager is an integral member of the project team responsible for delivering projects of varying size and complexity. The Lead Project Manager is responsible for directing, organizing and controlling project portfolio activities, under the direction of the Head of Project Management.

### SECTION 1 – Key Responsibilities

- Taking requirements agreed within tendering process and effectively planning delivery based on these.
- Accountable for the successful delivery to cost, specification and schedule for a defined package of work and responsible portfolio.
- Lead integration across all workstreams, managing workstream leads effectively and holding them to account for completion of assigned deliverables.
- Creation and maintenance of key project documentation, including but not limited to, a project plan, risk register, issue register, project reports and deliverables schedule.
- Managing commercial projects including all associated warranty commitments as allocated.
- Maintaining excellent levels of customer satisfaction and meeting Key Performance Indicators (KPIs), own individual allocated projects and portfolios.
- Managing allocated projects to ensure they are completed on schedule and within budgeted costs, and highlighting risks and opportunities arising during execution. Own individual allocated projects and portfolios.
- Negotiating and recording customer project variations. Own individual allocated projects and portfolios.
- Maintaining current and accurate records within the Company's Customer Relationship Management (CRM) system. Own individual allocated projects and portfolios.
- Identify and drive execution of continuous improvement opportunities within area of responsibility.
- Tracking project deliverables and costs using appropriate tools. Own individual allocated projects and portfolios.
- Monitoring and report on progress of projects in a timely manner. Own individual allocated projects and portfolios.
- Ensuring all payments are received within the timeframe of the contract and highlighting deviations
- Complete monthly reports as requested by Management. Own individual allocated projects and portfolio.
- Carry out standard management responsibilities staff in accordance with BRUSH policies and procedures (including performance management, objectives setting, succession planning and development of the team through coaching and mentoring).
- All employees have a legal duty to take reasonable care for the health, safety and environment of themselves and of others who may be affected by their acts or omissions at work and to observe and follow the relevant systems, rules and methods of working.



- The job description is not to be regarded as exclusive or exhaustive and you may be required to undertake various duties as may reasonably and lawfully be required of you by the Company.

## **SECTION 2 – Person Specification**

### **Qualifications or Functional Experience**

- APM or PMI qualified to relevant standard.
- Diploma or HNC in relevant Engineering Discipline.
- Desirable - Degree or Diploma in Mechanical Engineering, Electrical Engineering, or relevant Engineering Discipline.
  
- 5+ years of experience delivering projects
- Management and Leadership of Project management and or PMO teams (Min 2+ Yrs.)
- Desired - Senior - Project Manager, Contract Manager or Change Manager Experience (3+ yrs.)

### **Knowledge/Skills**

- IT/Computer literacy – Proficient in MS Project and/or Primavera and the MS Office Suite of products.
- Customer facing environment experience.
- Strong multi-tasking and organisational skills.
- Desirable - Knowledge of rotating equipment business or relevant industry.

### **Personal Attributes**

- Deadline Driven.
- Process Driven.
- Effective communication skills including verbal, written and presentation skills.
- Ability to influence and manage internal and external stakeholders.
- Proven ability to work effectively both independently and in a team-based environment.
- Demonstrated willingness to be flexible and adaptable to changing priorities.

