

Projects & Continuous Improvement Manager

Working to: R&D and Strategic Director
Working with: Project Teams

What does this role contribute to the Company?

As Projects and Continuous Improvement Manager, you will take ownership of Project Management driving a Continuous Improvement ethos to match our innovative approach to how we work. You will use your skills/experience to influence teams to deliver on project milestones at all levels across the company working across multiple projects simultaneously.

What we will ask of you:

- Act as change agent at all levels of the organization regarding continuous improvement culture and its alignment with the organisation's vision, values, and objectives.
- Support the development and implementation of continuous improvement techniques.
- Review and define the company's Project management structures and methodology.
- Coordinate the collection of observations, ideas and solutions and implement project administration and management.
- Develop and establish Project Teams within the organization to support project implementation.
- Oversee all aspects of each project which will be running simultaneously.
- Set deadlines based on the requirements of the projects, assign responsibilities to the relevant internal teams and external partners, and monitor and summarise progress of each project during a weekly Project meeting with the Senior Leadership Team.
- Assist in the definition of project scope and objectives, involving all relevant stake holders and ensuring technical feasibility.
- Execute tracking action plans, analysis programs and oversee progress.
- Develop a detailed plan to monitor and track progress than will form the basis of Project Update meetings and ensure effective flow of information to all stakeholders.
- Perform risk management to minimise project risks.
- Create and maintain comprehensive project documentation and plans to be shared with other team members.
- Meet budgetary objectives and adjust project constraints based on financial analysis.
- Coordination and completion of Product Development projects on within budget.
- Drive Improvement Projects (yield, process capability, etc.) to maximize efficiency and predictability.
- Analyse process capabilities across the company and facilitate selection of specific lean production projects.
- Develop reports of overall Continuous Improvement activities including accomplishments, participation, projected activities, and anticipated needs.
- Coordinate follow-up meetings for every event/Project to ensure work is completed and improvements sustained.

What we are looking for:

Essential

- At least 4 years proven experience in a project management or business improvement management role.
- Extensive Experience of end-to-end project management across a variety of different types of complex projects.
- Have a methodical approach to implementation planning, project risk management, resource prioritisation, and problem resolution and be able to demonstrate how you have applied this.
- Ability to demonstrate commerciality and credibility to act as business partner across all areas such as Sales/Marketing/Engineering/Operations etc.
- Previous experience of using a wide range of IT platforms including but not limited to MS Office.
- Excellent communication skills both verbal and writing.
- Good problem-solving skills and ability to thrive under pressure.
- Excellent organisational skills including attention to detail and multi-tasking skills.
- Ability to show initiative and drive to manage multi agile projects to completion.
- Proven experience as a strong business partner with commercial awareness to influence across teams including Sales, Marketing, E-Commerce, R&D, Engineering and Operations.
- And most importantly..... You will be able to negotiate, influence and engage individuals at all levels, bringing the Project Teams together to work towards a common goal!

Desirable

- Project Management certification is desirable e.g., PRINCE II or similar
- Certification in Continuous Improvement Principle e.g., Lean/Six Sigma/Creative Problem Solving/Value Stream Mapping

What will we do for you?

In return we offer a flexible approach to working hours, autonomy so you manage your own workload, and a friendly and supportive team to work with. The Company has ambitious plans for growth and is keen to build a team who can grow alongside the business, so there are opportunities for development, coupled with the opportunity to work with one of the most innovative and passionate teams in the industry.