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| 3P Innovation Job Description  |  |
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| **JOB TITLE:** | Project Manager  |  | EMPLOYEES RESPONSIBLE FOR: | 0 |
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| REPORTING TO: | Project Group Manager |  | DEPARTMENT:  | Projects – CB Team  |
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| LOCATION: | Warwick  |  | TRAVEL REQUIRED: | Approx.<5% of time  |
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| Company Overview 3P innovation is based at our office in Warwick. 3P innovation is a leader in the manufacture of automated machinery for the pharmaceutical, medical device and FMCG industries. See Recruitment Brochure for more details on careers with 3P Innovation. |
| JOb Purpose  The role will require involvement in the full project lifecycle from initial inception and proposal stage through to delivery. Activities will involve supporting the sales team groups generation of project proposals and costings against customer requirements, but primarily the execution and day to day management of a number of projects. You will be tasked with delivering automation projects to a wide customer based within predominantly the pharmaceutical and medical device sectors. The successful candidate would be a key member of a project team in which their key responsibilities would be delivering projects from inception through to qualification at the customers facilities. |
| Key responsbilities and Duties  |
| 1. Generation of project budgets during the initial proposal stages. Tracking of costs against budgets and providing regular financial status reporting to management.
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| 1. Generating project schedule and tracking and reporting of progress to internal stakeholders and customers.
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| 1. Managing of project resources throughout the project lifecycle, planning and requesting of resources, allocation and co-ordination of assigned project resources.
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| 1. Management of project risks: identify project risks and associated mitigations in order to minimise these risks.
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| 1. Identification of project changes and responsible for ensuring formal change control processes and procedures are followed.
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| 1. Achieve and maintain healthy customer relationships via regular customer liaison and timely responses to customer requests. Understand different personalities and customers’ needs/relations.
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| 1. Identification of and responding to any issues that may arise during the project. Must be able to problem solve in the moment in a proactive manner.
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| 1. Responsible for ensuring internal reviews and milestones are completed on time and appropriately documented if the project is more custom.
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| 1. Delegate and ensure comprehensive project documentation.
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| 1. Plan, execute and report on customer acceptance and qualification activities via support from the validation engineer.
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| 1. Ensure project is executed in compliance with internal quality processes.
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| 1. Ensure project deliverables are achieved to customer expectations.
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| Essential knowledge, Skills and Abiltiies * + Experience of delivering a number of projects of varying scope and value. Ideally 3+ years project management experience in life science or other engineering sectors.
	+ Conscientious, with the ability to understand and care about the client’s requirements and drive a project forward.
	+ Can do attitude, completer/finisher personality

Ability to manage multiple projects as the same time. |
| **Desirable knowledge, Skills and Abiltiies** * + Preferred (but not essential): experience of working in Pharmaceutical, Medical device, or other life science sectors.
	+ Ability to embrace and understand technical information from experienced engineers.
	+ Ability to understand the technical need as well as make commercial decisions
	+ Familiarity with project management methodologies, and best practices
	+ Excellent client-facing and internal communication skills, written and verbal communication skills
	+ Solid organisational skills including attention to detail and multi-tasking skills
	+ Proven ability to solve problems creatively
	+ Strong working knowledge of MS office & other project management software tools
	+ Willing to undertake a level of global travel to support the project delivery based on project requirements (~2-4 weeks per year, typical).
	+ Proven ability to complete projects according to outlined scope, budget, and timeline
	+ Full UK driving License
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| **Qualifications and Education Requirements** * + Either a degree or HNC/HND and relevant experience within the automation industry of 5+ years’
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| **Our Values** (Principles) |
| Innovation | Experimentation: Embrace the continual development of new processes, ideas, and solutions. |
| Adaptability: Commit to learning and evolving in response to challenges. |
| Problem Solving: Foster an environment that encourages solutions and creative breakthroughs. |
| Collaboration | Learning and Sharing Knowledge: Knowledge shared is knowledge squared. Build collective expertise by exchanging information across teams. |
| Support and Teamwork: Actively work together, not just alongside, to achieve shared goals. |
| Clear and Open Communication: Effective collaboration requires clarity, transparency, and accountability. |
| Integrity | Trust and Accountability: Build and maintain confidence through transparency, honesty, and consistency. |
| Respect for Others: Foster a supportive and inclusive environment where all perspectives are valued. |
| Dependability and Openness: Ensure reliability in actions and openness in communication to strengthen relationships. |

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| **Management Responsibilities** If applicable please see management responsibilities matrix. |

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| **Subject to change**The responsibilities outlined above provide a general overview; however, additional duties may be assigned as necessary to meet departmental objectives. |