



**ROLE TITLE:** Technology Project Lead  
**Reports to:** Business Unit Director

**Direct reports including contractors:** None

**Budget:** Multiple Small projects up to £250k

**Key relationships:** Engineering & Manufacturing team and customer representatives

**ROLE PURPOSE:**

The Technology Project Lead (TPL) will have the responsibility for executing a variety of projects with their specific sectoral area. The TPL will support the delivery of projects to meet the expectations of the customer and internal stakeholders. Using the NCC project management processes the TPL will work with the TPM to ensure that all projects are delivered to time, cost and quality.

**MAIN ACTIVITIES:**

Project Management

- Responsible for supporting the successful execution of projects through any or all of the 6 phases of a project lifecycle: initiation, requirements capture, planning, execution and closure.
- Ensure all project management processes are followed including: effective risk identification and mitigation, change control, maintenance of documentation logs, updating project reporting and creation and management of project plans
- Support weekly and monthly project review meetings to ensure all elements of project delivery are achieved.
- Ensure all members of the project team have clear visibility of project booking codes and are accurately reflecting all the hours worked on the project
- Ensure all projects adhere to NCC quality, health and safety processes and actively promote a positive H&S culture within the team.

Customer Relationship Management

- Develop and maintain appropriate relationships with the customer representative(s) ensure customer focus is maintained on all elements of project delivery

Sales and Operations Planning

- Maintain up to date project plans covering all live and pipeline projects.
- Ensure all project plans are correctly resourced so that capacity planning can be conducted across all functional skill groups

Technology

- To participate in technical meetings where required to support customer solution generation commensurate with experience.

This Job Description is not an exclusive or exhaustive list of all activities that an individual in this position may be asked to perform. You may be required to undertake other responsibilities or activities, as requested by your line manager, to support your team or wider NCC activities.



## PERSON SPECIFICATION

Essential	Desirable
<u>Qualifications/Experience</u> <ul style="list-style-type: none"><li>Minimum degree level qualification in engineering</li><li>Awareness of project management tools and techniques</li><li>Knowledge of composite engineering processes</li><li>Experience of participating in engineering projects within a matrix organisation</li><li>Strong customer relationship management skills</li></ul>	<u>Qualifications/Experience</u> <ul style="list-style-type: none"><li>Previous experience of managing a project whether in a technical or non-technical field</li></ul>
<u>Behavioural Competencies</u> <ul style="list-style-type: none"><li>Good interpersonal skills</li><li>Confident presenter</li><li>Excellent written and verbal communication skills</li><li>Good team player with ability to work at all levels in an organisation</li></ul>	<u>Behavioural Competencies</u> <ul style="list-style-type: none"><li></li></ul>



**ROLE TITLE:** Advanced Technology Project Lead  
**Reports to:** Business Unit Director

**Direct reports including contractors:** None

**Budget:** Single project up to value of £1m, may manage multiple projects

**Key relationships:** Engineering and Manufacturing team and customer representatives

**ROLE PURPOSE:**

The Advanced Technology Project Lead (ATPL) will have the responsibility for executing a variety of projects with their specific sectoral area. The ATPL must deliver all projects to meet the expectations of the customer and internal stakeholders. They will work to balance the needs of both parties to find workable solutions to deliver a customer focused solution to time, cost and quality.

**MAIN ACTIVITIES:**

Project Management

- Responsible for successfully executing projects through the 6 phases of a project lifecycle: initiation, requirements capture, planning, execution and closure.
- Ensure all project management processes are followed including: effective risk identification and mitigation, change control, maintenance of documentation logs, updating project reporting and creation and management of project plans
- Hold weekly and monthly project review meetings to ensure all elements of project delivery are achieved.
- Ensure all members of the project team have clear visibility of project booking codes and are accurately reflecting all the hours worked on the project
- Deputise for the TPM in customer meetings if requested
- Ensure all projects adhere to NCC quality, health and safety processes and actively promote a positive H&S culture within the team.

Customer Relationship Management

- Develop and maintain appropriate relationships with the customer representative(s) ensure customer focus is maintained on all elements of project delivery
- Support the TPM in the development of the customer relationship through best practice project management

Sales and Operations Planning

- Maintain up to date project plans covering all live and pipeline projects.
- Ensure all project plans are correctly resourced so that capacity planning can be conducted across all functional skill groups

Technology

- To provide technical input, problem solving and support to technical authorities in the execution of projects

This Job Description is not an exclusive or exhaustive list of all activities that an individual in this position may be asked to perform. You may be required to undertake other responsibilities or activities, as requested by your line manager, to support your team or wider NCC activities.



## PERSON SPECIFICATION

Essential	Desirable
<u>Qualifications/Experience</u> <ul style="list-style-type: none"><li>■ Minimum degree level qualification in engineering</li><li>■ Have or be working towards Project management qualification – preferably APMP</li><li>■ Knowledge of composite engineering processes</li><li>■ Experience of managing engineering projects within a matrix organisation</li><li>■ Strong customer relationship management skills</li></ul>	<u>Qualifications/Experience</u> <ul style="list-style-type: none"><li>■ Management of research and development projects</li><li>■ Change management / LEAN six sigma qualification</li><li>■ Experience of managing projects funded by UK / EU grants</li></ul>
<u>Behavioural Competencies</u> <ul style="list-style-type: none"><li>■ Good interpersonal skills</li><li>■ Confident presenter</li><li>■ Excellent written and verbal communication skills</li><li>■ Good team player with ability to work at all levels in an organisation</li></ul>	<u>Behavioural Competencies</u> <ul style="list-style-type: none"><li>■ Customer negotiation experience when launching new projects</li><li>■ Awareness of people factors in change management programmes</li></ul>