

Job Title:	Technology Project Lead
Department:	Business Unit
Last Updated:	01.08.2025
Version:	2

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.

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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.

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PERSON SPECIFICATION

Essential

Qualifications/Experience

Minimum degree level qualification in engineering

Awareness of project management tools and techniques

Knowledge of composite engineering processes

Experience of participating in engineering projects within a matrix organisation

Strong customer relationship management skills

Behavioural Competencies

Good interpersonal skills

Confident presenter

Excellent written and verbal communication skills

Good team player with ability to work at all levels in an organisation

Desirable

Qualifications/Experience

Previous experience of managing a project whether in a technical or non-technical field

Behavioural Competencies