

Requisition Number:

Job Description.

HORIBA MIRA is a global provider of pioneering engineering, research and test services to the automotive, defence, aerospace and rail sectors. We work in close collaboration with vehicle manufacturers and suppliers around the world, providing comprehensive support ranging from individual product tests to turnkey engineering design, development and build programmes.

With over 70 years' experience in developing some of the world's most iconic vehicles, our engineers utilise the latest test facilities and simulation tools to make vehicles and journeys safer, cleaner, more efficient and rewarding. Our suite of 37 major test facilities, 100km of specialised proving ground and wealth of engineering experience, combined with our expanding international presence, means we are confident that we can achieve our vision – that by 2020 every journey in the world will be positively influenced by us.

Progress towards achieving our vision has been significantly accelerated through the creation of MIRA Technology Park, Europe's largest transport technology R&D cluster. By applying our advanced engineering, test and validation capabilities to our customers' challenging programmes, we are already shaping journeys of the future

Title of Job:	Senior Project Manager		
Department:	Programme Management (0420)		
Grade:	4Y		
Date Required:	N/A		
Salary Range:	See Salary Scales policy		
Number Required:	N/A		
Location:	MIRA Nuneaton, with occasional travel to customer and HORIBA sites (UK or International).		
Contract Type:	Permanent:	Yes	Contractor:
Responsible To:	Project Management Team Manager		
Subordinates:	No line management responsibilities but should provide leadership, within a project context, of MIRA staff as required		

Main Purpose of Job
<ul style="list-style-type: none"> Responsible for managing and leading the delivery of projects within MIRA. Projects range from portfolios of local / low value / quick turnaround projects to multi-million pound / multi-year / international projects and long-term frameworks. Workload typically includes 1-6 concurrent projects / a single portfolio of quick turnaround project and a framework. Ensuring projects achieve at least 'as sold' project performance (cost, quality and timing). Satisfying or exceeding the expectations of our internal and external stakeholders. Within larger projects you will provide support to other Senior PMs / Programme Managers, contributing to successful project outcomes for the overall project. <i>Within larger projects that are allocated to you, you will lead junior PM's so that they can develop, and actively contribute to the project success.</i> Satisfying or exceeding the expectations of our internal and external stakeholders.

Key Functions

Within this role you will be required to:

- Proactively manage projects to deliver their objectives as efficiently as possible. Considerations will include ;
 - workscope/deliverables,
 - timing,
 - finances,
 - risk & opportunities (including contingency management),
 - resources (people, materials and facilities),
 - communications,
 - governance,
 - methodology, process compliance.
- Work with Project Technical Lead to identify and secure the necessary support from resource providers within MIRA.
- Provide non-technical representation of MIRA and the Project Team to our customer and internal stakeholders .
- Present project status to the business and the customer .
- Initiate and Chair project internal / external meetings as appropriate .
- Apply and actively contribute to MIRA capability and processes .
- Share knowledge and experience with your colleagues within PM and the business to ensure best practise and process is consistently applied .
- Support and positively influence others within MIRA who have project management responsibilities .
- Support corporate policies, strategies and initiatives .
- Support project reporting to the business including monthly review of portfolio / project specific revenues
- *Contribute to the strategic direction of the Programme Management FG*

Essential Qualifications	Preferred Qualifications
<ul style="list-style-type: none"> • Degree or equivalent qualification in Engineering or technical field (experience indicating strong technical / industry knowledge also acceptable). 	<ul style="list-style-type: none"> • APM e.g. APMP/PFQ or equivalent

Essential Experience	Preferred Experience
<ul style="list-style-type: none"> • Typically 3 to 5 years of Project Management experience . • Leading teams of 2-20 people . • Managing multiple projects concurrently . • Working within, and contributing to processes and identified best practise . • Excellent document skills, in particular MSOffice (Word, Excel, PowerPoint). • Agile use of MS Project. 	<ul style="list-style-type: none"> • Project delivery in a dynamic multi-function, cross-industry engineering business, with an international client basis . • Project management of collaborative research projects e.g. Innovate UK. • Project management of Defence sector projects. • Security Clearance.

What is the candidate likely to be doing now?

- Strong candidates are likely to be employed as Project Managers within a technical field, and have a passion to develop their career in Project Management within an exciting and varied environment. They will feel responsibility and ownership for their projects with a strong focus on customer satisfaction and project performance.
- They will have a desire to truly lead a range of projects, moving beyond 'just' project management

Other information

The candidate should;

- Have good interpersonal skills and the ability to integrate into a team working environment, interfacing with people at all levels within MIRA and our clients.
- Be methodical and well organised; paying attention to detail and following processes / best practise where possible. Identify process improvements / solutions where needs exist *and develop / implement necessary solutions*
- Have a willingness to identify and action / escalate, problems and opportunities at an operational level.
- Be a proactive, and solution focussed, self-starter.
- A full driving licence is required for this role.