



THE POSITION

Lambert is looking for a Project Manager to direct and manage the programme management activities within the AS business unit. This will ensure efficient delivery of equipment in accordance with project schedule and commercial agreements acting as the final customer ensuring all other departments deliver on-time and meet expectations.

RESPONSIBILITIES

- Manage the AS PM team resources (including people, facilities and tools) ensuring an appropriate working environment is provided and that relevant tools are available to ensure effective delivery of projects.
- Take full responsibility to engage, enable and empower the AS PM team to ensure they are engaged, satisfied and aligned with the vision, mission, value and aims of the business and allow them to develop their skills and contribute towards the continued success of the business.
- Ensure the Projects team work in compliance with ISO14001, ISO9001 and OHSAS18001 and embed a culture of Lean and Continuous Improvement by complying with appropriate Standard Operating Procedures.
- Report at Board level on KPI performance, budgetary requirements and continuous improvement initiatives to ensure that Lambert facilities are always able to offer the best service to its customers whilst ensuring best value for Lambert spend
- Manage and monitor high level progress of multiple projects maintaining visibility of pipeline projects planned within the next 3 to 6 months. Act as internal customer to all departments ensuring they are aware of and can provide what is needed for the project
- Assign appropriate resource to a project to maximise efficiency and operation of the process taking into account current workloads and skill levels of available resources
- Develop a team who have a true desire to deliver projects “in style”, “on-time” and “within budget”
- Organise and facilitate bi-weekly project meetings bringing together all Departmental Heads and Programme Managers to establish and report that every aspect of project is proceeding satisfactorily
- Organise and facilitate regular team briefs with your team along with one-to-one support meetings related to either projects or personal development

POSITION:
AS Projects Manager

DEPARTMENT:
AS Projects

TYPE:
Full Time

LOCATION:
Lambert
Station Estate
Tadcaster
North Yorkshire
LS24 9SG
United Kingdom

- Utilising your resources, liaise with customers to communicate relevant information requested and action any required tasks from correspondence. Develop a team who understand the power of effective, efficient communication and know how to “add value” at every opportunity
- Ensure all new projects coming into the business are handed over in-line with guidelines and expectations.
- As a team develop the project management tools within the business and ensure staff will have the necessary skills to fully utilise them so that they are effective in ensuring efficient delivery of project communication and performance

DESIRED SKILLS & EXPERIENCE

- Ability to manage multiple shifting priorities, demands and timelines simultaneously.
- Experience of complex project management in an engineering environment
- Knowledge of bespoke automation projects is essential
- Experience of managing a team
- Proven track record of delivering within timelines and commercial budgets.
- 5S change experience would be an advantage
- Managing and facilitating project meetings
- Experience in engaging and motivating individuals and teams
- Understanding of ISO9001, ISO14001 and OHSAS18001

THE PERSON

We are looking for someone with an HNC/HND or Degree in a relevant engineering discipline with PRINCE2 training or a similar professional qualification

You will have excellent IT skills, including MS Office and will also have strong Project Management, communication, co-ordination and organisation skills

If you would like further information or details of the full job description please contact HR. If you wish to apply please forward a copy of your CV together with a covering letter to hr@lamberteng.com. It is your responsibility to advise your current line manager of your application.

Closing date: 8th December 2017