



JOB SPECIFICATION

JOB: Interim Head of Project Operations (Fixed Term Contract)

LOCATION: Leeds

SALARY: Competitive plus benefits

INTRODUCTION

Seven Technologies Group (7TG) is a successful and ambitious company built around an excellent engineering team involved in the design, development and manufacture of rugged electronics devices and software.

With an international market presence, ambitious plans for continued growth and cutting-edge technologies, 7TG is at the forefront of our market place. We are a small company, employing circa 80 people across three locations in the UK, each of which contribute to the successful delivery of a huge array of projects, covering video, voice and data processing. Being a small organisation enables us to work in a dynamic and responsive manner, whilst delivering solutions in a structured and controlled environment.

Due to continued success we now have a requirement for a Head of Project Operations to head our Project Management function. We are currently looking for an experienced individual with excellent technical experience and motivation to contribute in a fast-moving team environment.

As a team, we work in an open, honest and transparent manner, where integrity and commitment form key attributes which help to make the business the success that it is. From day one, you can be assured to be given varied and rewarding challenges where your development will be limited to your willingness to succeed and learn, whilst functioning within a supportive and nurturing environment who really appreciates your contribution towards the company's success.

THE PURPOSE

The Interim Head of Project Operations holds a key role in the company, reporting to the CTO with responsibility for all project delivery activity across the company.

The purpose of the contract is to specify and implement a project management system and develop a project reporting process (including forecasting and financial outcomes), whilst maintaining the role of HoPO.



Due to the nature of the role, the successful candidate must have proven experience of working at a senior level within industry sectors such as space, defence, security or avionics delivering systems encompassing electronics, telecommunications and critical software.

In addition, they will need to have had experience in implementing and embedding Project Management Systems and tools. Key is the ability to review our existing systems and processes, undertaken any suitable system transformation (through the embedding of a suitable Project Management System) and embed our existing processes so that they become the norm in our operations.

The assignment is initially for a 6 month contract with the potential to extend for a further 6 months. The role also has potential to become permanent.

THE ROLE

The responsibilities of any successful candidate will include but is not limited to:

- Spec and implement a fit for purpose project management system to provide the company with accurate and timely reporting and forecasting
- Work with Head of Engineering and PM's to make timely project decisions to maximise successful project delivery
- Own the ELT / SMT reporting activities and ensure the reports are issued in timely manner
- Supporting works cost tender vets on new proposals and periodic re-baselining of long running projects.
- Ensuring project delivery complies fully with both internal policies, processes, procedures and customer contractual requirements.
- Implementing and embedding the company's project delivery and governance strategy and ensuring that all functional departments contribute to the on-going development of the project strategy and company's processes and procedures.
- Be proactive in ensuring both overhead and project budgets are managed professionally, with resource being efficiently managed and organised to meet the businesses wider commitments.
- Ensure the coordination of resource is begin adequately assigned to projects across multiple sites in conjunction with the project lead, HoE and CTO to maximise utilisation.
- Ensure risks and issues are identified and managed as part of the governance process with proactive risk mitigation being embedded.
- Ensure escalation procedures are followed and ensure that engagement occurs at the appropriate time.
- Support the CTO in raising its professionalism and systems assurance further.
- Act as Chair of the Project Lifecycle Governance gateway reviews and authorising projects to proceed on the maturity cycle.
- Ensure project delivery and PMO activities are adequately resourced and managed.
- Ensure all projects are always delivered on time and to the highest standard with a safety-first focus



- Provide leadership and support to a growing team and identify both development and hiring opportunities
- Drive a commercial approach to project management including variations management and frequent customer interaction
- Ensuring financial milestones are monitored, and outstanding payments escalated appropriately
- Forming strong internal relationships with key stakeholders to ensure the projects team is aligned with the strategic objectives with the wider business
- Ensure fluid communications in engineering and production with a complete understanding of internal capabilities and workload

QUALIFICATIONS & EXPERIENCE

Essential

- Developed from first principals, project management systems, tools, processes and procedures.
- Minimum of 5 years' experience as a Head of Projects
- 15 years' experience of managing projects
- Multisite team management
- 5 years hands on experience in managing direct reports
- Embedded Project Management Systems
- Embedded project processes and procedures
- Degree / HND or equivalent qualification in engineering, manufacturing or project management-based subject
- Project Management qualification such as Prince II or APMP desired
- Proven track record in project management within manufacturing and engineering ideally with bespoke projects into highly regulated industries
- Experienced managing project managers over multiple projects with values up to £5m
- Ability to lead and influence directly and through others
- Commercially and profit driven

Desirable

- Experience supporting bid activity
- Responsible for programmes and product developments with combined values in excess of £20M.

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seventechnologiesgroup

INTELLIGENCE THROUGH SURVEILLANCE

SALARY AND BENEFITS

Excellent company benefits package including pension and life insurance policy.

HOW TO APPLY

To be considered please forward your CV to Leanne.Bradley@7techgroup.com or on: Tel: +44 (0)2892605200

All employment at Seven Technologies Group Ltd is subject to UK security clearance

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