



Terms of Reference / Job Description

Company Job Title	Project Manager
Working Hours	Monday to Friday 9am to 5pm or as required to meet business requirements
Approximate time spent away from Orbital Offices (i.e. on site)	This role is based at the Staffordshire HQ, however the individual will be required to travel to client premises and site works as per project / client / company requirements. This may involve occasional overnight stays (2-3 per month).
This position reports to:	Commercial Manager
Organogram:	<p style="text-align: center;">Commercial Manager Project Manager Stakeholder Departments</p>
Primary Duties:	<p>Key Result areas:</p> <ul style="list-style-type: none"> • Manage customer expectations throughout the project lifecycle through application of Orbital standards and processes. • Control of scope, timescales and budget to customer satisfaction and optimising Orbital's resources. • Deliver successful projects through the facilitation of the internal delivery functions ensuring successful and timely delivery through clear requirements definition and internal relationship management. • Maximise profitability of the contract and achieve a satisfactory cash flow through regular budget cost control, forecasting and cost saving measures. • Demonstration of successful and sustainable Customer relationships and satisfaction ratings. • Manage and co-ordinate with department heads the company's resources allocated to the project's delivery. • Identify and manage project dependencies. • Identify and manage project risks and plan mitigation. • Be responsible for communications with the customer's project team and site personnel, including progress reporting, addressing all project related issues, risks and challenges to ensure smooth on-time delivery of the project. • Use the organisation's PMM to manage Projects through the lifecycle. • Maintain close liaison with key Orbital stakeholders including Sales, Manufacturing, Finance and Engineering. <p>Key Outputs:</p> <ul style="list-style-type: none"> • Ensure that the project requirements are correctly understood, recorded and signed off by the customer. • Facilitate and develop the overall document pack that details the scope, schedule and associated costs. Take responsibility to ensure that all internal and external partners are committed and sign off the baselined plan. • Manage the plan and co-ordinate project activities to achieve agreed project milestones through acceptance and sign off of internal work packets. • Forecast, monitor and control all project costs and prepare internal monthly project status reports. • Participate in the internal financial processes. • Ensure project schedules are met, maintain up-to-date knowledge on

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Key Result areas:

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- Maximise profitability of the contract and achieve a satisfactory cash flow through regular budget cost control, forecasting and cost saving measures.
- Demonstration of successful and sustainable Customer relationships and satisfaction ratings.
- Manage and co-ordinate with department heads the company's resources allocated to the project's delivery.
- Identify and manage project dependencies.
- Identify and manage project risks and plan mitigation.
- Be responsible for communications with the customer's project team and site personnel, including progress reporting, addressing all project related issues, risks and challenges to ensure smooth on-time delivery of the project.
- Use the organisation's PMM to manage Projects through the lifecycle.
- Maintain close liaison with key Orbital stakeholders including Sales, Manufacturing, Finance and Engineering.

Key Outputs:

- Ensure that the project requirements are correctly understood, recorded and signed off by the customer.
- Facilitate and develop the overall document pack that details the scope, schedule and associated costs. Take responsibility to ensure that all internal and external partners are committed and sign off the baselined plan.
- Manage the plan and co-ordinate project activities to achieve agreed project milestones through acceptance and sign off of internal work packets.
- Forecast, monitor and control all project costs and prepare internal monthly project status reports.
- Participate in the internal financial processes.
- Ensure project schedules are met, maintain up-to-date knowledge on project progress and prepare regular client project progress reports.
- Monitor the project design and production to ensure cost efficiency and compliance with contract specifications and original cost estimates.
- Ensure compliance with company Quality, Health, Safety & Environmental and standard operating procedures, including PMM.
- In conjunction with all the relevant stakeholder departments carry out evaluation of allocated projects, identify problem areas and deviations and ensure all matters are discussed with the client and clarified in order to avoid delays.
- Responsible for the change management process of the projects, ensuring all cost implications are managed, ensuring that all potential variations to contract are identified and pursued in a fair and credible manner in the interests of the company and get variations agreed and Purchase Order amendments.
- Maintain the agreed project cash flow by ensuring that invoices are issued correctly and on time and milestone payments are achieved as