



# Project Manager (Production)

**Location**  
Chertsey

**Status**  
Permanent

**Hours**  
37.5

## Job Purpose

The Project Manager is responsible for ensuring a large project or multiple smaller projects within the Company's portfolio are managed to deliver on time, to budget, within scope and to the required quality and safety standards. Whilst reporting and forecasting on resource, financial and earned value management within the programme. With an understanding of production processes, supply chain management and quality requirements.

**Reporting to: Principal Project Manager**

## Candidate Requirements

- To be the prime point of contact with the Customer and Suppliers for delivery of the Project Production requirements.
- Ensure that the project production is managed day-to-day in an efficient manner in accordance with the Company manual and the project planning documentation.
- Ability to develop a realistic programme, which aligns with the declared lifecycle model, to achieve the deliverables. Implement the plan, throughout the lifetime of the project, ensuring that progress is maintained in line with the objectives.
- Report progress (SOFT Report) and financial status (PTS) to the Principal Project Manager and Head of Programmes on a monthly basis and attend all necessary Management meetings.
- To assess, review and actively manage risk.
- Be responsible for the day to day management of the team, perform the appraisals of those team members, setting objectives and monitoring their progress throughout the year.
- To assist the Marketing Department in the preparation and review of bids.
- Ability to foster working relationships with customers and pursue marketing opportunities profitable to the Company.
- To perform any additional tasks as required to meet the business objectives and goals of the business.
- Support the selection of key suppliers to the project ensuring clear requirements and milestones are provided.



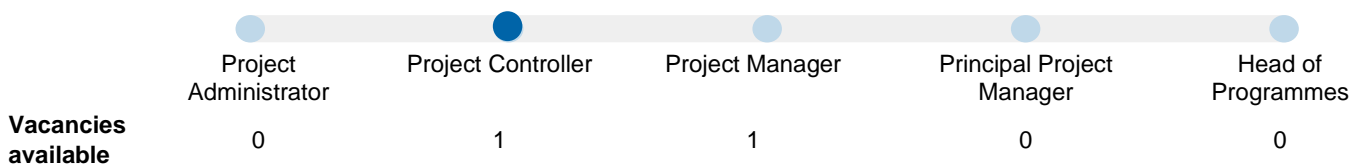
## Desirable Qualifications and Skills

- Ability to multitask and prioritise work across multiple projects.
- Good communication skills and with the ability to communicate with all levels of internal and external stakeholders.
- A team player who is action orientated and who can deal with ambiguity.
- Component user of Microsoft Project and Excel.
- Ability to obtain security clearance.
- Full driving license.
- Holds a recognisable Project Management qualification such as APMP or its equivalent.
- Knowledge of the IT Defence Industry and Project Development Lifecycle.
- Understanding of Risk Tools and Earned Value Management & Analysis.

## Salary:

Negotiable

## Vacancies Available within Function



### Contact

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Please email your CV and covering letter to [careers@drumgrange.com](mailto:careers@drumgrange.com)

### Website

[www.drumgrange.com](http://www.drumgrange.com)

### Vacancy Number

P0105C