

Position

Project Manager

About i4pd

i4pd is an employee-owned product design and development consultancy. Our company is an established brand with an excellent reputation for achieving a competitive edge for small and large businesses alike by bringing new or improved products to market. The company employs experienced and creative designers and engineers who operate out of i4pd's studio on the south side of Edinburgh. The team works collaboratively with our clients to augment their internal capabilities, supporting them to add functionality, reduce cost, increase visual appeal, enhance usability, and keep pace with the IoT revolution. Our clients include household names and those on their way to becoming leading consumer electronics and medical device brands.

About the Role

We currently seek a Project Manager with an engineering/manufacturing background who can manage complex multi-disciplinary product developments in a fast moving consultancy environment. You will play an important role in our project management team and be responsible for the successful commercial delivery of your projects, coordinating the activities of internal and sub-contracted resources, managing budgets, preparing proposals, and supporting business development activities. The successful candidate will be someone with good technical skills, with a background in either electronics, software or mechanical engineering, a problem solver who is able to inspire, direct, engage and motivate design engineers on a variety of concurrent projects, ensuring work is conducted to a high standard and in accordance with i4pd's ISO Quality Management System. Above the necessary technical/management attributes you possess, what is equally important is that you are personable and approachable both to our clients, internal team, and sub-contracted resources alike.

You will be located in our bright and open studio based 20 minutes south of Edinburgh city centre in stunning rural surroundings with views of the Pentland hills. You will be offered a competitive package which in addition will be complemented by way of a company performance profit share and cycle to work scheme. We recognise the value to our staff of maintaining a strong work/life balance which we foster through flexible working arrangements while also supporting continual training and development.

Key Responsibilities

- Commercial execution of multiple and concurrent multi-disciplinary product development programs.
- Direct and drive designers/engineers assigned to projects by communicating the customer requirements and the project plan to meet or exceed project targets in schedule, budget, and quality.
- Develop and maintain good client relations.
- Work with clients and project teams to define product requirements and turn client wants and needs into clear engineering specifications.
- Manage sub-contractors, including contract management.
- Ensuring all work is conducted in accordance with i4pd's ISO9001 / ISO13485 accredited Quality Management System.
- Supporting activities with the Business Development Director to promote i4pd services and help with creation/input into new project proposals.
- Contribute to the i4pd management team with resource management of live projects and potential future sales prospects
- Identify, track, and mitigate project and product risks.
- Work with project teams (internal and external) to anticipate and proactively propose solutions to avoid project bottlenecks.
- Ability to exercise independent judgment and draw conclusions based on available information.

Essential Requirements

- Degree level qualification in Engineering.
- Minimum 5 years of professional engineering or project management experience in industry, with at least 3 years in a project management role.
- Proven experience in managing concurrent, complex multi-disciplinary projects.
- Excellent communication skills.
- Evidence of significant budget responsibility.
- Leading teams of designers/engineers to deliver to requirements.
- Experience in management of sub-contractors.
- Highly competent in Microsoft applications, Project, Excel, Word & PowerPoint.

Email jobs@i4pd.co.uk quoting job reference '**Project Manager (PM03/01)**' and include the following:

- Your CV
- A covering letter briefly describing the contribution your skills & experience would bring to the team.
- Examples of previous work in PDF format