



## **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 are seeking a Project Manager with an electronic and/or embedded software engineering background who can manage complex multi-disciplinary product developments in a fast-moving consultancy environment. You will form a key part of our project management team, coordinating the activities of internal and sub-contracted resources, managing budgets, preparing proposals, supporting business development activities and acting as the main project point of contact with our clients.

You will be able to work remotely or in our bright and open studio based 20 minutes south of Edinburgh's centre in stunning rural surroundings with views of the Pentland Hills. As a member of the i4pd team you will be offered a competitive package that includes a share of company dividends through the employee trust. We recognise the value to you and the company of maintaining a strong work life balance which we foster through flexible and remote working arrangements (co-designed by the team itself). As part of the package, we also offer continual training and development and the Cycle to Work Scheme.

### **About You**

We are seeking an enthusiastic individual who is willing to use their broad project and technical experience to make a difference to our business. You will have experience of managing concurrent projects, ideally in a consultancy environment, and will bring more to the table than just project management skills. You will be good at leading teams and ensuring work is conducted to a high standard and in accordance with ISO quality management system standards. Ideally you will have worked on the development of medical products or in a similar regulated environment.

Above the necessary technical/management attributes you possess, what is equally important is that you are personable and approachable both to clients and our internal team alike.

## Key Responsibilities

- Be responsible for the project management of concurrent projects by:
  - Working with team members in electronics, software and industrial & mechanical design.
  - Developing and maintaining good client relations.
  - Capturing clients' requirements at the start of projects and monitoring and managing any ongoing changes.
  - Working with technical leads on projects to ensure that the client's requirements are being addressed.
  - Documenting key decisions and actions from project meetings.
  - Maintaining project plans and ensuring milestones are met.
  - Tracking and ensuring adherence to project budgets.
  - Ensuring effective communication between all project stakeholders.
  - Managing sub-contractors, including contract management.
  - Utilising skills in project risk management.
  - Ensuring all work is conducted in accordance with our ISO9001 / ISO13485 accredited Quality Management System.
- Working with the Business Development Manager to promote i4pd's services and help create/support the generation of proposals for new projects.
- Contribute to the i4pd management team, including:
  - Resource management & scheduling of live projects and potential future sales prospects.
  - Conducting internal QMS audits and contributing to the continuous improvement process.
  - Working with the finance team to ensure invoices are issued in a timely manner.
- Provide input/support for i4pd's Business Management Tools, including:
  - Financial systems (sales & purchasing records).
  - Resource management.
  - Timesheets.

## Qualifications/Requirements

### Essential Skills/Experience

- Degree level qualification in Electronics Engineering or equivalent professional experience.
- Substantial and proven experience in managing concurrent complex projects.
- Excellent communication skills, including liaising with commercial clients, sub-contractors & suppliers.
- Evidence of significant budget responsibility (>£350k p.a.).
- Leading teams of engineers and/or Product Designers to deliver to requirements.
- Management of sub-contractors.
- Excellent understanding of electronic and electrical systems.
- Good understanding of mechanical and electro-mechanical systems.
- Expert user of MS Excel.
- Highly competent at other MS Office applications (Project, Word, PowerPoint).



#### Desired Skills/Experience

- Project Management in a consultancy environment.
- Professional project management qualification (APM / PMP).
- Managing projects under ISO9001 / ISO13485.
- Risk management to ISO 14971 or an equivalent standard.
- Line management of small teams.
- Recruitment, including interviewing.
- Developing embedded systems/IoT products.
- Familiar with CAD packages (electrical & mechanical).
- IT support experience/supervising IT support professionals.

This is a superb opportunity to join a forward thinking and successful employee-owned SME business. In return you can expect a highly competitive salary & company workplace pension within a challenging and supportive culture and the opportunity to grow your career.

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

- Your CV.
- A covering letter describing the contribution your skills & experience would bring to the team.