

Job Description: Project Manager (new models)



As our New Model platforms continue to expand, we are seeking applications from individuals who possess the attributes outlined below to fulfil the role of Project Manager for New Models at Triumph Motorcycles.

Department: Project Management Office

Report to: Head of PMO

Location: F2, Hinckley

Duration: Permanent

Job role overview: A project manager is responsible for delivering a project's outputs to the agreed project success criteria, including on-time delivery, with all deliverables fulfilled to the expected level of quality and within the agreed budget constraints.

Duties and Responsibilities:

Responsible for:

- Working closely with the project coordinator, to plan and schedule project tasks and required resource
- Clearly communicating the scope of work expected to be delivered by project team members, within their agreed work packages
- Keeping project team members motivated to meet the deliverables of their respective work packages
- Chairing project meetings
- Maintaining a close relationship with the project sponsor, to ensure the objectives of the project business case are fulfilled
- Managing stakeholders appropriately, accounting for their influence and interest in the context of the project
- Driving regular, clear and concise communication between members of the project team
- Utilising metrics to monitor and report project progress to the head of PMO, project sponsor and steering group
- Managing risks and issues appropriately; escalating as necessary to the Head of PMO, Project Sponsor and Steering Group where the risk or issue cannot be managed independently, or within the time/cost/quality/scope boundaries of the project.
- Following and maintaining project management practices; updating project management processes and procedures as required; taking ownership of areas of specific specialist responsibility as requested by the Head of PMO
- Supervising project change control through use of the appropriate change control process, ensuring any agreed change is reflected in the project specification and deliverables
- Maintaining robust project records in the event of short-notice project hand-over to another project manager, or to 'business as usual' roles on completion of the project
- Hold lessons learned reviews at appropriate project stage-gates, sharing best practice with colleagues and proactively updating processes and procedures as required
- Ensure all business functions contribute to the project with an appreciation of one another's objectives, e.g. technical roles should be encouraged to appreciate commercial perspectives
- New model project managers may at times be asked to manage projects beyond new motorcycle models

- Owning and monitoring project spend versus budget forecast, both on a fiscal and project cycle basis

Behaviours and Characteristics:

Desired skills and attributes:

- Sound knowledge and understanding of key motorcycle components and systems
- Excellent communication skills
- Exceptional personal and project time planning skills and organisational skills
- Strength in negotiation and conflict management
- Pragmatic approach to problem solving and decision making based on the facts available
- Comfortable to progress in ambiguous situations, but with a desire to help build clarity and structure as a project or challenge evolves
- Ability to encourage project team members to get behind a decision once it has been made
- Ability to make realistic promises, supported by a reputation to deliver to promise
- Thinks strategically
- Resilient and effective at steering the team through challenging and difficult times
- Ability to see things through multiple lenses and appreciate the cascading impact of an action through all business functions

Expected behaviours:

- Calm in high pressure situations
- Seeks continuous improvement
- Driven and assertive, whilst having a realistic and well-considered approach
- Positive outlook; encouraging the same amongst colleagues and project members
- Emotions kept in check opinions expressed tactfully to get the best from the project
- Prompt escalation of risks and issues that cannot be resolved independently, or within the time/cost/quality/scope boundaries of the project.
- Flexibility to accommodate and champion change, whilst ensuring change impacts are clearly communicated and additional measures are actioned to fulfil project objectives
- Acting as a role model within the business, cascading expected behaviours and shared values, to deliver the company strategy and vision
- Willingness to step beyond the responsibilities of a project manager, when necessary, to ensure a job is completed
- Professionally holding project contributors to account for their promised deliverables
- Delivers constructive feedback to project team members to help them develop and improve as an investment towards future project improvements