Job Description – Project Manager

MGI Engineering Ltd is looking for a **Project Manager** to join our highly skilled team to deliver cutting-edge solutions in the aerospace, automotive, motorsport and marine sectors. MGI Engineering is accelerating the creation of technologies towards a net carbon zero future.

Founded in 2003 by our CEO Mike Gascoyne, MGI Engineering has circa 20 full-time engineering staff based in Witney, Oxfordshire, delivering innovative technology solutions to wider mainstream and newly developing industry sectors. We are a very dynamic team with many exciting clients and projects. We pride ourselves on having a can-do attitude.

The technical team leverages its extensive experience in the F1 industry to deliver customised, highly innovative solutions to meet our client's specific requirements within different sectors. Our DNA is rooted in extensive, fast-paced R&D development, on-time and within-budget delivery, and reliance on a trusted international network of partners and specialists. We believe in sustainability, mobility and reusable energy technology across all our supported sectors.

Role

This is a demanding role that will suit someone who is proactive, determined and adaptable. This role is responsible for the coordination, completion and delivery of projects on time, within budget, to quality and scope.

This role is also responsible for supporting and reporting to the COO regarding progress of business operations. This includes portfolio management, business processes, business reporting, and procurement.

Key Responsibilities:

- Programme Management: manage portfolio of small projects, drive deliveries, develop strategies, performance monitoring and reporting (to include EVM).
- Project Management: project manage cross-function projects utilising specialist multi-disciplined technical teams, develop detailed project plans and realistic schedules, and coordinate communications between team, management and business.
- Resource Management; manage both company and project resourcing.
- Risk Management; manage project and business level risks.
- Change Management; negotiate, manage and implement changes.
- Support business compliance with aviation certification.

Supplementary duties

Supporting the Project Leads with compliance to DOA and new Customer engineering processes. Having a Systems Engineering background allows:

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Witney, Oxfordshire
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- System design safety analysis; Functional Hazard Analysis (FHA) and Failure Mode Evaluation and Analysis (FMEA).
- Requirements generation and management.
- System and interface definitions.
- Support the development of design Compliance Statements.
- Coordinate Head of Department tasks to achieve common understanding and deliveries for the COO.

Required skills and experiences

To successfully fulfil this role, the candidate will need to have demonstrable experience in Programme & Project Management, business operations, management of budgeting and analysis, and Risk Management. The candidate should be an excellent communicator and comfortable managing multiple tasks, be a team player and have a strong problem-solving aptitude.

Specifically:
- Have strong education with a degree (or equivalent) in the field of mechanical, electrical or environmental Engineering, and ideally have been certified in PMP and/or Prince II.
- Have experience in Programme & Project Management on engineering programmes; with experience in Risk Management, Change Management, Requirements Management, project planning and reporting.
- Have experience in the use of project planning tools, Earned Value Management and budget planning.
- Understand Contract Account Management and client-Supplier management.
- Have excellent written and verbal communication practices.
- Be competent to report to Senior leadership and brief to technical and business teams.
- Be proficient with standard MS Office software and MS project

Benefits:
- Competitive salary
- 25 days holiday + bank holidays
- Flexible benefits scheme
- Free Breakfast
- Birthday day off
- Flexible / hybrid working
- Salary Sacrifice Pension with enhanced employer contribution

Contract hours: Fix Term Full time

Primary location: Witney, Oxfordshire

Salary: Competitive

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