

Project Manager – Job Spec

Swanbarton seeks a skilled Project Manager to oversee and report on externally funded projects, typically valued between £50k and £250k, with durations of 3 months to 2 years. Accurate and timely management is essential for success.

Responsibilities:

- Provide engineering support (electrical/mechanical), including system design, supply, and installation.
- Manage project finances, ensuring compliance with Innovate UK (IUK) and other agency funding rules.
- Report progress and submit deliverables to IUK and other external agencies/partners.
- Prepare internal and external management reports.
- Represent Swanbarton at weekly, bi-weekly and monthly meetings with partners.
- Responsible for preparation of regular claims against all aspects, including compliance with project plan, budget, and timesheets.
- Coordinate with project partners and lead projects when necessary.
- Maintain oversight of multiple projects, forecasting staffing needs and monitoring allocations.
- Provide detailed cashflow forecasts for internal finance meetings.
- Identify issues and propose corrective actions.
- Maintain documentation and central systems, including labour and budget plans.

Liaison with Innovate UK (IUK)

- Prioritise objectives and ensure timely project delivery within IUK guidelines.
- Liaise with IUK monitoring officers on scope, time, cost, risk, and other standards.
- Compile inputs from our Development Team for quarterly meetings, including Gantt charts, technical descriptions, and financial updates.
- Review project/s spend, flagging issues with costs or timelines.
- Draft and seek approval for project change notes.
- Ensure deliverable documentation is submitted to partners in a timely manner.
- Verify quarterly claims against the project plan, budget, and timesheets.
- Develop detailed quarterly plans and provide revised budgets to company Accountant and Senior team.

Skills and Experience

Essential

- PRINCE2 or equivalent qualification.
- Strong project management and organisational skills.
 - Ensure documentation and systems are accurately maintained.
 - Maintain a thorough central labour plan broken down by month, and project.
 - Ensure master trackers are accurately updated with actuals and forecasts.
 - Ability to identify issues and propose corrective actions.
- Team lead.
- Working simultaneously on multiple projects to deadlines.
- Effective interpersonal skills (tact, influence, and empathy).
- Clear, concise, accurate reporting and presentation abilities.
- Proficient in Microsoft Office.
- Commercial acumen.

Desirable

- Experience of electrical and mechanical engineering.
- Knowledge of the electricity supply industry.
- Experience of IUK projects and systems.
- Experience providing regular cashflow forecast input for internal company finance meeting.
- Experience of managing a labour/resourcing plan.

We are interested in individuals with:

- Software development experience
- Engineering analysis – particularly in the energy storage and renewable energy disciplines
- Business development, including bid and proposal writing

Salary range

£40k - £60k depending on experience

This is a full-time position 37.5hrs p/w (Mon-Fri)

Company Benefits

Healthcare, cycle to work scheme.

We welcome applications from those seeking flexible working but expect staff onsite twice weekly (currently Mon & Thurs) and to make themselves available for scheduled meetings.

Any interested candidates should email the Office Manager directly aprille@swanbarton.com