

Project Manager

Reporting to the Head of Programme Management

October 2017

Our Business

Based in Cambridge (UK) Green Energy Options (geo) specialise in the design, manufacture and support of energy management display and information systems for domestic markets across Europe. Our focus is helping consumers understand and manage their domestic energy (and water) consumption. As such we design, manufacture and support consumer products. Established in 2006 geo is now one of the leading home energy management system companies in the world having sold over 4 million systems. This year we won a Queens Award for Enterprise: Innovation and are listed in the Sunday Times Tech Track 100 fastest growing UK tech Companies for a second year running. With major contracts to supply the UK smart metering programme, multiple connected home contracts and a growing distribution channel the company is continuing to experience substantial growth.

The Position

We are looking for an experienced technology project management professional, with strong business acumen, technical understanding and the personal drive to take ownership of a product and to deliver on time and to budget. Your role will work with sales, support, development, marketing, OEM production and customers to define and deliver high volume consumer products. The role is to deliver the right product on time, managing the process from inception through to, and including, initial mass production.

You will be an experienced project manager, ideally with a background of working in small, fast-paced businesses, where you are required to be flexible and to use your initiative delivering to tight timescales with efficient use of resources.

Essential Skills

- 5+ years' commercial experience in project management of high volume products
- Proven track record of delivering projects using agile and/or waterfall methods
- Experience of working in a customer facing role with large B2B customers
- Experience of managing new production introduction
- Educated to degree level (technical degree)
- Proactive approach with an attention to detail
- Is a practical, hands on project manager and problem solver with a 'can-do' attitude

Desirable Skills

- Certified scrum master
- PRINCE2 Practitioner
- Experience in managing IOT (Internet of Things) embedded product development with exposure to Industrial Design, NPI with a CEM and regulatory approvals
- Exposure in managing end-end system product developments including mobile application development, web services and cloud API's for 3rd party engagement

Project Manager expectations at geo

- Apply the Project Management process
- Raise and then maintain the project plans (Project Management Plan plus referenced documents appropriate to the size and complexity of the work)
- Raise and maintain a project status
- Ensure that all subcontracted work and purchase of all equipment / material complies with the Procurement process
- Maintain an oversight of all tasks and seek to resolve issues before they impact the project budget or timescales
- Report any potential exceptions (failure to meet requirements, overrun of cost or time-scale) to the Account Manager at the earliest opportunity
- Prepare a Project Progress Report and present at the relevant management meeting
- Review the outcome of the work with the commissioning Board Member and Resource Managers as necessary
- Ensure that all records are maintained and cross-referenced as appropriate and secure all records on completion of the work.
- Preparing the Project Initiation Documents (PID)
- Change management
- Ensuring all timesheets and costs are correctly collected and coded.
- Manage all internal and external stakeholders, including building up and maintaining relationships with customers

Applications

To apply for this position please send a letter outlining why you are interested, what you can bring to this role, your availability and current remuneration together with a copy of your CV to Romaine York at the above address or by email to recruitment@geotogether.com

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Green Energy Options Ltd. is registered in England. Company number: 5783558. VAT Registration: UK 896 6052 79