

# Project Engineer

## JOB TITLE

Project Engineer

## JOB LOCATION

Projects Department, Loop Technology Ltd, Dorchester, Dorset.

Position requires customer site work, visits to suppliers etc., including overnight stays. May require international travel.

## SUMMARY OF JOB FUNCTION

The post holder will work within a cross-functional project team environment to lead and manage the delivery (from concept through to installation, training, and project closure) of highly complex bespoke, robot based, electromechanical systems for use in factory and process automation.

## RESPONSIBILITIES

### Departmental

Work with all members of the Projects Department to continually improve LOOP's project delivery. Work to ensure that Loop has a consistent approach to projects, both internally and externally.

Act as an ambassador for the Projects Department and promote and advocate for the department in a professional manner when carrying out the responsibilities and duties of the position.

Support the Project Director in carrying out their responsibilities and duties and, when requested, function as the manager of the department in their absence

Generation and management of all project reporting documentation in accordance with LOOP's project management process for projects to which assigned

In carrying out the duties required of the position, comply with both the spirit and stated intent of all company and departmental policies and procedures

### Functional

To be self-directing following the LOOP Project Management process, working with the department heads and the project team to ensure successful completion of assigned projects.

Monitor and guide design and technical project milestones and deliverables to ensure project progress.

Work with the project team to ensure that proposed designs meet Project requirements.

Work with project team and customers to ensure projects are delivered and installed to customer satisfaction.

Work with the Finance and Personnel departments as required to ensure good management of company resources and personnel.

Support the sales engineering team in the development and preparation of project proposals

Prepare project updates / reports to LOOP management as required in accordance with LOOP Project Management Process.

## DUTIES

- Present Loop to the customer retaining a high level of professionalism at all times
- Lead the project team to deliver projects on time, to budget, and at the right quality
- Prepare, maintain, and present project materials in accordance with LOOP's project management process
- Participate in peer and internal project design reviews as required as the 'face of the customer'

## KNOWLEDGE

The Project Engineer will have knowledge of:

### Project Management (from APM competence framework)

All the following:

- Team Management
- Leadership
- Requirements Management
- Solutions Development
- Schedule Management
- Resource Management
- Budgeting and Cost Control
- Risk, Opportunity and Issue Management
- Resource Capacity Planning
- Knowledge of various Project Management frameworks and methodologies (strengths and weaknesses)
- Stakeholder and Communications Management
- Formal Reviews
- Change Control

And at least five(5) of the following:

- Conflict Management
- Ethics, Compliance and Professionalism
- Independent Assurance
- Business Case
- Asset Allocation
- Benefits Management
- Procurement
- Contract Management
- Quality Management
- Consolidated Planning
- Transition Management
- Governance Arrangements
- Capability Development
- Financial Management

## Technical Understanding

A good knowledge of a broad range of engineering subjects is required. Any of the following would be desirable:

- Pneumatic actuation and controls
- Motor & drive mechanism selection (stepper, AC & DC servos, gear reducers and belt drives)
- Electrical / Electronic control components
- Motion Control
- Process Simulation
- Industrial Robots
- 2D and 3D machine vision systems
- Composite materials / manufacture
- Manufacturing process development
- New Product Introduction (NPI) methods and practice
- Mechanical system or electrical machine or industrial software (inc PLC) design / development
- Qualification and acceptance testing
- Statistical analysis of experimental and test data
- Design of Experiments
- Design & Process Failure Modes & Effects Analysis (D/PFMEA)
- Failure analysis methods and techniques
- CE/CA Mark compliance and certification
- Tooling/test equipment design

## SKILLS

- Proven ability to manage own time and quickly identify and manage priorities
- Excellent interpersonal abilities and proven ability to work collaboratively in a cross-functional project environment
- First-rate communication skills and the ability to form strong relationships both internally and externally
- Exceptional written and oral communication skills (working language is English)
- Proficiency with MS Office applications (Word, Excel, PowerPoint, Visio, Project)
- Proficiency with Atlassian Confluence would be an advantage
- Competent in the use of various video conferencing systems
- Competent in organising and running project meetings both internally and with high level customer representatives

## APTITUDE, ATTITUDE & BEHAVIOURS

- Strong Project Leadership – able to gently guide the technical teams or strongly direct as required
- Inquisitive and curious with ability to identify problems as being technical, systemic or process in nature
- Creative thinking and problem solving

- Possess and exhibits a positive outlook and “can do” attitude with the willingness and ability to encourage the same in others
- Exhibits a cooperative and collaborative approach conducive to building high functioning cross-functional teams
- Readily and freely shares their knowledge with others to increase the capability, expertise, performance of the department and its value to the organisation
- Appetite to learn

## QUALIFICATIONS

Degree in an Engineering related subject, or equivalent certification, training, and experience

PMP or PRINCE2 qualification would be advantageous

## YEARS OF EXPERIENCE

A minimum of three (3) years in a Project Engineering / Management role.

## SALARY RANGE

£37,000 - £ 43,000 per annum commensurate with accomplishment and experience.