

This document sets out the nominal functional responsibilities

FUNCTIONAL TITLE	Project Manager
<p>FUNCTIONAL RESPONSIBILITIES</p> <p>The role is to manage the delivery of design, build and installation contracts to customers, and internal development projects for Non-Destructive Assay (NDA) equipment to the worldwide nuclear industry. As a Project Manager, you will be responsible for the entire project life cycle from contract receipt through to handover to the customer and the subsequent warranty and maintenance periods. Project Managers will be responsible for managing small project delivery teams of subject matter experts, hardware and software designers and project engineers to deliver the project to the customer.</p> <p>As a Small-Medium Enterprise, the role of project manager at ANTECH can be 'hands-on', assisting throughout the entire project process including building, testing etc. to varying amounts. The role includes collaborative working with all team members to problem solve etc. to optimise the delivery of the project.</p> <p>Key Role Responsibilities are:</p> <ul style="list-style-type: none"> – Customer Management, being the contact point between the ANTECH and the customer. – Contract Management – Schedule management – Project Reporting – Cost/Finance Management and procurement planning – Risk Management – Project team management – Project Quality management, in compliance with the ANTECH ISO 9001:2015 certified management system. – Ensuring work is carried out to EHS requirements. 	
<p>EXPERIENCE</p> <p>ANTECH is looking for a candidate with experience of project management looking to progress in their training and development as a project manager.</p> <p>Experience of the nuclear industry would be beneficial but is not critical.</p>	
<p>PERSONAL ATTRIBUTES</p> <p>The applicant must be able to establish and maintain good working relationships with all members of the ANTECH team and the Customer. Building a team around you is a key attribute for project managers. The applicant must be a 'team player' able to work well in a small team. The role includes being in front of customers during visits, on site work and throughout the project process, therefore, maintaining a professional appearance at all times is essential.</p> <p>Key requirements:</p> <ul style="list-style-type: none"> – Meet safety, security and behavioural expectations of working with information intended for use on or sourced from Nuclear licensed sites. – Punctual and able to work to deadlines. – Self-motivated and proactive. – Able to manage own time and effectively manage deadlines. – Hard working and diligent. – Able to thrive in small teams. – Good communicator, able to work with team members and effectively communicate deadlines, requirements and information. – Contribute towards the company continual improvement with collaborative working. 	
<p>EDUCATION</p> <p>Typically, ANTECH looks for Project Managers who have an Engineering/Science graduate level qualification.</p> <p>Membership of the Association of Project Managers (APM) or an APM PMQ or PRINCE II qualification is beneficial.</p> <p>Experience/training in new Engineering Contract (NEC) contracts would be beneficial.</p>	