

## Job Vacancy

**Job Title:** Projects Leader

**Reporting to:** NPI Manager

**Role Objective:** Provide project and administrative support for New Product Introductions across the full project lifecycle of products, ensuring projects are delivered on time, to cost and quality requirements.

### Responsibilities

#### New Product Introduction

- Working with the NPI Manager:
  - Select correct project type, and layout high level gateway timing
  - Select standard Company Project Management tools and generic documentation and set up for each project (Gateway tracker, Issues tracker, Project Deliverables, etc.)
  - Prepare and regularly monitor progression of detailed project timing, cost and resource plans, ensuring visibility of status to project team members – escalating if needed to enact appropriate inputs
  - Present a monthly overview of project performance against time / cost / quality
  - Manage project requirements, compiling inputs and contributing to weekly project review meetings with stakeholders
- Determine and ensure project specifications are correctly documented by project team within an Alcon standard project documentation folder structure and standard documents
- Ensure that project issues are clearly defined, and correct team members and timing are assigned to enable on-time, on-cost, on-quality delivery
- Drive project issues to a robust closure with the project team members within agreed time, cost, quality targets, escalating as necessary
- Ensure that project changes (including scope changes) are reviewed by stakeholders and ensure that approvals are sought to move from agreed prior approved position – escalating as necessary
- Identify project risk issues using prior lessons learnt datasets, ensuring timely actions to mitigate, including escalating of issues when necessary
- Attend and drive regular review meetings with project teams to discuss progress of each project that is running

#### EOR Process

- Ensure that enquiries submitted by Sales function adhere to process, providing guidance where needed to ensure clarity of enquiry is captured within document input to engineering
- Work with data owners (Engineering, Production Engineering, Manufacturing, Purchasing, MP&L as appropriate) to ensure correct, accurate, input is made into enquiry documents to allow informed decision making from senior team on acceptance / rejection of enquiry to allow sales to provide necessary customer timely feedback
- Ensure enquiry register is kept up to date, ensuring that task owners complete actions in the relevant time and to the expected standards
- Drive issues for discussion and review to enable enquiries for sign-off approval by senior group to meet required deadlines

- Provide weekly enquiry summary status reports to project team reviews

#### **Process improvement activities**

- Regularly review project and enquiry processes to ensure any opportunities to reduce administrative work-load within the group are proposed through modifications to process and use of standardized generic approaches and data sets
- Use and develop project documentation – For example; Project deliverables and gateway project methodology to break down the project into stages, monitoring and driving project progression with speed, accuracy and elimination of errors
- Generate and propose ideas for improvements to company systems or processes as appropriate

#### **The candidate**

- Previous Project Engineering experience within an Automotive or Engineering environment
- Ideally Degree qualified within an Engineering/Automotive discipline
- Minimum of 2 years' experience of using MS Project, Excel and MS Office
- Some CAD experience would be beneficial
- Demonstrable problem-solving abilities
- Experience of identifying risk and risk mitigation
- Effective verbal and written communication skills; experience of liaising with Director level stakeholders
- Good commercial awareness regarding contracts and budgets
- Experience in implementing new processes and efficiencies
- Solid organisational skills and attention to detail
- Willingness to work out of hours (on occasion), if required
- Occasional travel to other UK based sites (if required)

#### **Hours**

Monday to Thursday: 08:00 – 17:00

Fridays: 08:00 – 13:00

To apply, please send a covering note along with your CV to [Vacancies@Alcon.co.uk](mailto:Vacancies@Alcon.co.uk)

**Closing date: 23<sup>rd</sup> December 2021**