

<b>ROLE NAME:</b>	<b>PROJECT MANAGER</b>
Reporting to:	Technical Support and Projects Manager

## 1. Role Description

The Project Manager has 2 key roles within Campbell Scientific. In the commercial phase, the Project Manager contributes to the proposal process in creating written and financial content that can be used to respond to a tender or direct sales opportunity. Once won, the Project Manager then uses the information to plan, monitor, control and execute the successful initiation, design, build and delivery of a project. Campbell Scientific projects range in scope, complexity and size and the Project Manager must be able to adapt and flex the project management style to suit the project demands. The Project Manager works with both internal (local and remote) and external project execution resources and often works with project partners based outside of the UK to deliver the Campbell Scientific scope of a larger project, executed in countries in the EMEA region. The Project Manager is expected to contribute to the creation, development and maintenance of project management office resources and the project management and delivery process within the business.

## 2. Main Responsibilities

It is expected that within this role, the Project Manager will undertake the following duties:

- Support sales in the review and writing of tender responses in terms of Campbell's project management model and project management tools and techniques.
- Support sales in analyzing the project management and delivery requirements for tender and sales opportunities and contribute to the proposal process by providing well thought through and thorough pricing information.
- Create a project management documentation and delivery structure to ensure that the process of managing, monitoring, and controlling a project is well executed, that information is recorded and easily accessible and that stakeholders are clearly communicated to and their roles and responsibilities are understood by all.
- Identify and manage risk through the duration of a project.
- Using Campbell Scientific project management processes and tools, ensure that project requirements are clearly documented with expected outcomes and are shared with all project stakeholders.
- Manage the projects scope and put control process and procedures in place to manage any change in scope in terms of time, cost, or resources requirement.
- Manage the project's finance, clearly identifying budget, forecasted costs, and put control mechanisms in place to manage unidentified cost in both the tendering and execution phases.
- Dependencies within the project team and within the project executables are clearly identified and understood. Work with other stakeholders to ensure that their contribution to the project is clearly communicated in good time and delivered within the projects time and quality expectations.
- Manage the project in terms of deliverables, quality, resources, and timescales.
- Contribute to the technical design of the project and ensure the design meets the project remit and stakeholder expectations. Ensure the design is accepted and signed off.
- Attend meetings with clients and customers at all scheduled milestones and project meetings.
- Collaborate closely and maintain strong working relationships with project delivery team peers in the local and regional offices.

- Maintain an excellent working knowledge of the Company's products and services.
- Undertake travel away on Company business when required, including overnight stops in the UK and overseas. Travel, when allowed could be up to 20% of your time.
- To document activities following Company procedures and using Company systems.
- Any other duties as required by the Company commensurate with the role and required skills.

## 3. Personal Specification

Technical Skills and Competencies	Essential	Desirable
An experienced technical project manager with a portfolio of project management experience in the aviation, environmental or renewables industries	X	
Experience in working on proposal and tender responses with good understanding of the cost profile and resourcing requirements for delivering projects	X	
Developed project management resources including documentation, tools, and processes	X	
Delivered projects with a mixture of hardware and software requirements	X	
Capability in undertaking and managing bespoke software creation using programming tools for Dataloggers or Automation devices (PLC's or similar) <sup>1</sup>	X	
Capability in undertaking and managing the configuration of standard software packages (Data acquisition / visualisation) <sup>1</sup>	X	
A background and experience in delivering projects with a variety of communications types, Direct RS232/422/485, radio, mobile, IoT, ethernet, Satellite	X	
An understanding of the civils and health and safety requirements for installing pole mounted or cabinet and pole mounted structures in either a permanent or temporary basis	X	
A strong customer focus and have experience working directly with customers and know how to develop and maintain professional and commercial relationships	X	
An excellent communicator, both written and verbal	X	
Have a 'can-do' and positive attitude and is innovative and creative in searching for better ways to do things	X	
An ability to give instructions and relay complex information, to a non-technical audience	X	
Experience as working as part of a team with shared responsibilities and targets	X	
Hold a full clean UK/EU driving licence	X	
Hold an UK/EU Passport and/or have the rights to work in the UK/EU	X	
Configure, build, and install computer hardware, software, systems, and networks for project related IT system applications		X
Experience in working with Campbell Scientific hardware offering and communication protocols		X
Commercial experience in sales and or sales administration		X
Experience in planning and coordinating activities for others		X

<sup>1</sup> Campbell Scientific utilise a range of bespoke programming tools and data acquisition systems. Training will be given in these systems.



## CAMPBELL SCIENTIFIC JOB DESCRIPTION

Qualifications	Essential	Desirable
Formal education to a degree standard in either an engineering or computing field	X	
A formal industry standard project management qualification or be working towards one	X	
French, German and/or Spanish language skills. Able to write and converse in the language as well as translate from and to English		X