

## PROJECT TEAM MANAGER

This is a fantastic opportunity for an experienced Project Team Manager to join an established family-owned business in Leeds. Wilson Power Solutions is a leading manufacturer and supplier of electrical power distribution equipment and a pioneer of ultimate low loss amorphous transformer technology. Our flagship product saves money, saves energy, cuts carbon and offers an innovative solution to the worldwide challenge of reducing energy wastage.

### The Role

Reporting to the Head of Planning and Execution, the role will be responsible for the management of the project team to ensure the timely, high-quality delivery of projects with a site service and warranty element. Mentoring, coaching and developing the team and leading / representing the team on areas such as financial control, H&S and Q&A within the business.

### Responsibilities include:

- Initial contract review and work allocation within defined timelines and budgets, covering all facets of implementation, ensuring that project objectives are achieved.
- Review and identify project risks and plan mitigations.
- Proactive management of the financial performance of projects against target and attend relevant finance meetings.
- Assist the project co-ordinator (in conjunction with the head of site services) to plan and prioritise site work activity, including the scheduling and planning of small power transformer builds at WSQ.
- Help to create and manage effective processes to control the interaction between the Project Coordinator, Project Managers and site teams to ensure timely delivery of tasks from within the project team.
- Provide support and assistance during holidays/absence/peaks by managing projects directly.
- Conduct site audits to ensure all correct controls are in place to deliver projects safely and within budget.
- Attend Q&A rework meetings as a representative of site services.
- Attend H&S meetings as a representative of site services.
- Monitor date changes and drive appropriate invoicing where applicable.
- Lead the Projects pipeline meeting to ensure effective communication to our customers of changes in programmed dates and escalation of issues internally.
- Assist in the development and control of pre and post contract documentation.
- Manage all contract change request approval and logging.
- Proactively monitor and drive manufacturing completion to achieve client satisfaction and maintain contract milestones, including factory acceptance testing, delivery and site services, where required.
- Act as primary point of contact and interface with the client via meetings, e-mail, telephone and site surveys when necessary. Represent the client requirements internally with Technical, Engineering, Production, Test, Contracts Administration, Procurement, Quality and Finance to co-ordinate smooth progress of the contract to completion.
- Supporting CPD's and Sales tendering as required.
- Hold post contract reviews and close out meeting both internal and external to understand lessons learned and ensure training or process changes are captured.
- Support the team with site surveys and report creation where required.
- Review planned work and ensure that Project Managers have considered and planned for all key areas such as material, equipment, RAMS, drawing packs, access, documentation, certification, site personal, training documentation, COSHH certificates,

MSDS sheets and production of comprehensive packs that are appropriate for our site teams and customer.

- Assist in the development of processes and tools to help streamline project planning, improve efficiencies and quality of documentation.
- Maintain training records for the project team and encourage the team to undertake appropriate training to enable site attendance during transformer builds to gain exposure.
- Ensure that the companies Quality, Health Safety & Environmental policies and procedures are constantly adhered with.
- Be the direct line manager for all relevant staff.
- Development of KPI tracking systems for the Projects Department, monitoring team performance, and reporting project delivery outcomes to key stakeholders across the business.
- Forecast business project pipeline to ensure accurate resource planning, prioritisation, and alignment with strategic objectives.
- Monitored project status across the portfolio, identifying risks, delays, and capacity constraints early.
- Assessed project managers' workloads to balance assignments, optimise utilisation, and maintain delivery quality.
- Supported the planning and execution of projects by providing data-driven insights and recommendations to leadership.

### Skills, Knowledge & Experience:

- Experience in a similar contracts / order fulfilment role – **essential**
- You will have proven team management skills and be able to lead, motivate, engage and develop a small team - **essential**
- Experience working with manufacturing IT systems – **desirable**
- ONC in Electrical & Electronic Engineering – **desirable**
- Understanding and experience in Transformer and switchgear industry – **desirable**
- Experience of going to customer sites/meetings – **desirable**
- Experience reading engineering drawings – **desirable**
- Confident problem solving and resolving complex customer issues
- Good working knowledge of Microsoft applications
- Strong communication skills and attention to detail, in particular applicants must be able to demonstrate a good command of English both written and verbal

### Salary & Benefits

- Salary negotiable dependent on experience
- 25 days holiday per year plus 8 bank holidays
- Company Profit Share Scheme
- Healthcare & Wellbeing scheme
- Employee Benefit programme
- Pension
- EV salary sacrifice and EV on-site charging
- Parking on site

Please send your CV and cover letter to [careers@wilsonpowersolutions.co.uk](mailto:careers@wilsonpowersolutions.co.uk). Applicants must be able to demonstrate their right to work in the UK. No Agencies