



# BPE Design & Support Ltd

## **1 Project Manager**

### **1.1 Qualifications**

The minimum requirement is a chemical engineering degree or equivalent as recognised by the Engineering Council plus several years experience of project leadership either through the role of Project Manager or of Project Engineer. The incumbent is expected to be a chartered engineer and to have demonstrated an aptitude for developing further competency in the skills of project management.

Membership of the Association of Project Managers would be an advantage.

### **1.2 Status**

The role of Project Manager within BPE is one of considerable seniority with the incumbent taking complete control of all aspects of the project including liaising/interfaces with the client's senior staff. Responsibility extends to the budget, schedule and quality of the delivered project.

The incumbent will be acting alone in representing BPE and is expected to present the company in a positive light, delivering projects in a competent and professional way.

### **1.3 Work Location**

BPE is a client focused organisation and operates out of its head office in Winchester and through a number of site offices. The role requires the incumbent to be flexible in his location of work. Visits to client's premises for information gathering and meetings are the norm. Temporary re-location to a client's site is possible on occasions for specific projects or stages in the project lifecycle.

### **1.4 Organisational Position**

The incumbent will report to the Projects Director.

### **1.5 Experience**

The incumbent should have several years experience of working within the pharmaceutical industry. Knowledge of GMP and regulatory controls is essential.

## **2 Job Profile**

### **2.1 Personal Qualities**

The following is a list of the qualities that the incumbent will be expected to bring to the role

- professional attitude



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- leadership skills
- independent judgement
- proficient communication skills both written and spoken
- a visionary approach producing pro-active problem solving
- flexibility of approach to the immediate and strategic issues arising
- self-awareness – conscious of the personal levels of competence and when these may be exceeded plus the impact that the role can have on the quality of communication at different levels of seniority within the project team.

### **2.2 Project Management Skills**

The incumbent will be expected to participate in the courses and seminars held by relevant professional bodies and to have demonstrated an enthusiasm for acquiring the skills employed by project managers in the execution of their duties. In particular, the following are considered essential:

- The principles of project management
- The appropriate use of tools, techniques and methodologies
- Commercial acumen
- Problem solving, through personal experience base or through team leadership
- Encouraging and ensuring stakeholder involvement.

### **2.3 Project Characteristics:**

The competencies of the incumbent will enable him to undertake projects involving many disciplines and many sub contractors, vendors etc.

## **3 BPE**

BPE is a young and progressive engineering design and project management consultancy that works primarily with the pharmaceutical and fine chemical industries.

For more information on BPE visit [www.bpe-ds.com](http://www.bpe-ds.com)