

JOB TITLE: NPD Project Manager

Department: Innovation & NPD

Reporting to: Head of Innovation & NPD

Summary: The NPD Project Manager is responsible for leading and managing new product development projects from concept to launch. This role involves coordinating cross-functional teams, managing project timelines, budgets, and resources, and ensuring that all project deliverables are met.

Core Competencies:

- Leadership
- Project management
- Product development
- Process development
- Innovation
- Quality assurance
- SAP
- Gantt Chart creation

Skills/Attributes Required:

- Ability to multi-task, prioritise, and manage time effectively
- A self-starter with the ability to work under pressure and to tight deadlines in a fast-paced, dynamic environment
- Attention to detail and a continuous improvement mindset
- Ability to work as part of a team and motivate colleagues
- IT skills, including Outlook, Excel, Word, SharePoint, Smartsheet, SAP
- Good communication skills and the ability to present ideas to a broad range of stakeholders
- Full UK driver's license
- Numerical skills

Behaviours:

- | | | |
|-----------------------|------------------------|---------------------------|
| • Personal impact | • Commercial awareness | • Commitment |
| • Influencing | • Creativity | • Enthusiasm |
| • Decision making | • Quality awareness | • Integrity |
| • Knowledge sharing | • Customer orientation | • Initiative |
| • Listening | • Problem-solving | • Change orientation |
| • Involvement | • Numeracy | • Development orientation |
| • Financial awareness | • Time management | • Thoroughness |

Filename: Southgate - NPD Project Manager - Job Description		Classification: Public
Date: 28 / 10 / 2024	Version: 1.0	Page: 1 of 3

Education/Experience Required:

Essential:

Ideally degree educated in a science or engineering discipline, with a minimum of 5 years managing new product development and innovation projects from concept to launch.

Desirable:

Knowledge of Lean processes.

Primary Responsibilities:

Project Planning and Execution:

Develop and manage detailed project plans, including timelines, milestones, resources, and budgets. Coordinate cross-functional teams to ensure project deliverables are met. Monitor project progress and make adjustments as necessary.

Stakeholder Management:

Act as the primary point of contact for all project-related communications. Facilitate regular project meetings and status updates with stakeholders. Ensure clear communication of project goals, expectations, and deliverables.

Risk Management:

Identify potential risks and develop mitigation strategies. Monitor and manage project risks, ensuring timely resolution of issues. Maintain a proactive approach to problem-solving and conflict resolution.

Product Development:

Oversee the product development process from concept to launch, ensuring adherence to quality standards and regulatory requirements. Collaborate with R&D and design teams to define product specifications and requirements. Manage product testing and validation.

Budget and Resource Management:

Develop and manage project budgets, ensuring efficient allocation of resources. Monitor project expenses and implement cost-saving measures. Coordinate with procurement and supply chain teams to secure necessary materials and resources.

Performance Tracking and Reporting:

Track project performance using appropriate tools and techniques. Prepare and present project status reports to senior management and stakeholders. Conduct post-project evaluations to identify areas for improvement and implement best practices.

Filename: Southgate - NPD Project Manager - Job Description		Classification: Public
Date: 28 / 10 / 2024	Version: 1.0	Page: 2 of 3

Performance Objectives:

- Ensuring adherence to the NPI process and ongoing compliance
- Effectively manage new product development projects in line with customer expectations, quality, H&S, and compliance requirements
- Maintain the Smartsheet system and update frequently
- Ensure project tasks are delivered in line with key milestone timings
- Lead weekly project meetings and ensure corrective action completion

Compliance:

Adhere to all applicable policies, including company rules, policies and procedures as amended and updated from time to time.

To apply, please send your CV to hr@southgateglobal.com

Filename: Southgate - NPD Project Manager - Job Description		Classification: Public
Date: 28 / 10 / 2024	Version: 1.0	Page: 3 of 3