

Program Manager

(Full-Time/Part-Time/Consultant are all welcome)

Job Summary

Novocomms Limited (“NVC”) – Birmingham (Potentially London)

NVC is looking for a Program Manager (Ref: 2024PM02) who brings a blend of technical acumen in wireless product development and seasoned experience in program management. This role involves close collaboration with technical and commercial teams to transition wireless product designs from conceptual blueprints to market-ready realities.

Duties & Responsibilities

- Oversee the entire project lifecycle, encompassing initiation, team leadership, resource allocation, risk and change management, scheduling, and project closure.
- Analyse project goals and tasks, identify build dependencies, risks, and issues.
- Coordinate with team members across disciplines to ensure alignment with project requirements, deadlines, and schedules.
- Procure and manage internal and external resources for project delivery.
- Managing all 3rd party relationships in accordance with company policies and procedures.
- Implement and maintain a consistent project management methodology, ensuring adherence to appropriate governance and documentation.
- Developing effective project communication plans and ensuring their execution.
- Manage change requests, considering their impact on time, budget, and quality.
- Update and refine business cases for costs and benefits.
- Timely updates of project status, changes, and other relevant data on reporting and tracking systems.
- Maintain an updated and accurate record of the project and deliverables.
- Establish relationships with other parties, incorporating well-defined deliverables to minimize the risk of non-compliance or failure.

Essential Knowledge & Skills:

- A technical degree in RF/Microwave Electronics, Wireless Systems, or a related field (BEng required, PhD preferred), with at least 5 years of experience in project management, specifically in wireless communication industry.
- Demonstrable technical proficiency in RF/Microwave Electronics or Wireless Systems.
- Familiarity with the latest wireless standards, and regulatory requirements for wireless communication devices.
- Exceptional analytical and problem-solving skills, with the ability to work collaboratively in a fast-paced, multidisciplinary environment.
- Preferred with experiencing in managing government contracts and electronic and RF engineering projects.
- Proficient in conveying project objectives, status, and issues through clear and concise written and verbal communication to team members.
- Demonstrated success in project delivery, planning, and operations within complex collaborative environments.

- Proven experience in managing and reporting on project finances and budgeting.
- Knowledge and hands-on experience in both waterfall and agile project planning processes, utilizing industry methodologies such as MSP, PRINCE2, and Scrum.
- Capable of responding to challenging priorities with a sense of urgency and pace.
- Solid grasp of project management principles, with a preference for certification (e.g., PMI PMP) and familiarity with both traditional and agile methodologies.

Essential Attributes:

- Excellent written and oral communication skills
- Excellent interpersonal skills
- Exceptionally self-motivated and directed
- Ability to prioritize, schedule, and execute activities to efficiently accomplish tasks
- Ability to multitask and manage more than one project at the time

Salary: A competitive compensation package reflective of the strategic importance of this role and the candidate's expertise.

Location: NVC has its current R&D headquarters in Birmingham; NVC is considering opening an office in London.

Closing Date: 29/02/2024; **Number of Positions:** 1; **Experience** – 5 year minimum in project management

To apply for this position please send your CV with a covering letter explaining how do you meet selection the criteria to: HRUK@novocomms.com . You will only hear from us if you have been shortlisted.

About the Company

Novocomms Limited (NVC) was founded to deliver innovative new technology coming from British academia in the field of antenna design. The team have designed, developed and patented a pioneering antenna technology. The market for this highly scalable technology is the global digital wireless appliance market. NVC's remarkable innovation has led to the creation of a significant number of patent applications, both filed and in process.