



Job Description – Head of Programmes

Location: United Kingdom

Reporting to: Group Technical & Engineering Director

Department: Engineering

Salary: Competitive

Employment: Full-time, Permanent

Site location: Saffron Walden, Essex

Direct reports: 2 - 4

About LPA

LPA Group plc is an innovation-led engineering company that designs and manufactures electronic and electro-mechanical components and systems.

Focused on transport (rail and aviation), defence, infrastructure and industrial markets and supplying into hostile and challenging environments, LPA is known for engineering solutions to improve product reliability, reducing maintenance and life cycle costs.

Overview

We are seeking an experienced and detail-oriented Project Manager to lead and coordinate cross-functional projects from initiation to completion. This role is responsible for ensuring that all projects are delivered on time, within scope, and within budget. The ideal candidate will have strong leadership, communication, and organisational skills, and the ability to manage multiple projects in a fast-paced environment.

Key Responsibilities:

- Define project scope, objectives, and deliverables that support business goals.
- Develop detailed project plans, schedules, and resource allocations.
- Coordinate internal resources and third-party vendors for seamless project execution.
- Manage day-to-day project tasks, identify risks, and implement mitigation strategies.
- Communicate clearly with stakeholders, team members, and executive leadership.
- Monitor project performance using appropriate tools and techniques.
- Conduct post-project reviews to identify successes and areas for improvement.
- Ensure compliance with company policies, procedures, and industry best practices.
- Update existing processes to be more streamlined and efficient.

**Key Skills:**

- Strong understanding of project management methodologies (Agile, Waterfall, etc.).
- Proficient with project management tools (e.g., Microsoft Project, Asana, Jira, Trello).
- Excellent written and verbal communication skills.
- Strong leadership and team management capabilities.
- Strong problem-solving skills, with a hands-on approach to resolving complex technical issues.
- Excellent communication, leadership, and mentoring abilities.

Key Competencies:

- Strong leadership skills to guide teams and drive results.
- Clear and effective verbal and written communication.
- Excellent planning and organisational abilities.
- Proficient in identifying and mitigating project risks.
- Strong time management and ability to meet deadlines.
- Solid financial and budgeting skills.
- Competent with project management tools and software.
- Skilled in managing stakeholders and building relationships.
- Adaptable to change and flexible in dynamic environments.
- Strong analytical and problem-solving capabilities.

Education & Experience:

- Bachelor's degree in business, management, or related field.
- 5+ years of proven experience in project management or related role.
- PMP, PRINCE2, or Agile certification.

This job description outlines the key duties and responsibilities but may evolve to reflect changes in the company's strategy, technology landscape and business needs.