

## **Senior Business Project Manager**

Sunvic Controls is a leading brand name within the domestic heating controls market and now wishes to grow the business further by strengthening our senior management team capability.

The ideal candidate will have skills & experiences in the areas identified below. Wider business and management skills will naturally add to the value of an application.

### **Responsibilities**

- Liaising with all impacted areas within the business in order to understand current business processes, and identify where and how they can be improved.
- Liaising with all impacted areas within the business in order to collate project requirements; from initial high-level requirements, down to detailed technical requirements.
- Collecting, understanding, and documenting the business requirements projects, and further translating these into functional specifications (for new product projects).
- Working with the key stakeholders to ensure understanding of requirements and proposed solutions, and obtaining business sign off.
- Working as a project manager to move projects forward and highlight risks and issues.
- Identification of best practice solutions and helping to determine the way forward.
- Implementing any required business process improvements.
- Production of excellent quality requirements documentation, business process mapping/engineering documentation and other applicable policy/procedure documentation.
- Provision of weekly reports showing progress against outstanding milestones, status, resource requirements, issues, risks and dependencies.
- This role requires good IT support and experience and excellent verbal and written communication skills.

### **Skills / Attributes Required**

- Demonstrable experience of business systems improvement using data analysis techniques
- End to end project management experience; ability to work on a project from initial concept through to implementation
- Successful track record in new product introduction
- Technical skills and knowledge of electro-mechanical engineering
- Commercial awareness
- Knowledge of HR procedures and regulations (preferred)

### **Qualifications**

- Engineering or business degree educated (preferred)
- Minimum of 5 years relevant industry experience in a similar position
- Project management qualification (preferred)
- Strong Microsoft Office skills, including MS Project and Excel

### **Personal skills**

- Adaptability, flexibility in working within a team
- Have full understanding of the wider issues surrounding a project
- Strong Analytical/Problem Solving skills
- Capable of demonstrating management / leadership qualities
- Comfortable working as part of close-knit management team
- Results orientated with good communication and interpersonal skills
- Commercial awareness in the impact of the role and projects undertaken

### **Application**

**If you would like to be considered for this role, email [careers@sunvic.co.uk](mailto:careers@sunvic.co.uk). Please attach your current CV and a short message telling us why you are suitable for this position. Please also include details of current remuneration.**