

JOB DESCRIPTION

Job Title:	Development Team Lead
Purpose of Job:	PPM's engineering team is growing to satisfy the increasing need for new products in its key markets. The Development Team Lead role will ensure the department is appropriately structured as it scales to meet the expanding needs of the business. The role will oversee and facilitate the daily activities of a team of multi-disciplined subject matter experts on various projects including their own.
Location:	Swindon
Reporting to:	Engineering Manager

Role:

The Development Team Lead will be responsible for ensuring daily and weekly tasks of the development team members are aligned with the needs of the projects being undertaken. This role will spend a significant portion of their time in a team leadership capacity, whilst continuing to contribute as a subject matter expert and hands-on designer for the remaining time. Flexibility will be required on a daily basis regarding the leadership/technical split of the function.

Although this role will have a number of direct reports, they will not necessarily remain static over time. The engineering department is a project entity fitting into a functional organisation so a matrix management structure is employed, requiring the role's direct reports to re-shuffle to best meet the needs of the projects being undertaken at a given time; this would occur on an approximately annual basis. This role will report directly to the Engineering Manager for line management activities, but may also provide status updates to a Project Manager(s) if required.

The team leadership functions will include, but not be limited to:

- Responsibility for delivering projects' products to an appropriate (predefined) quality within the specified time frame and cost
- Organising multi-disciplined members of the development teams to ensure issues are effectively dealt with and blockages are efficiently navigated
- Chairing weekly project team meetings for each development project under their remit
- Encouraging project team members to liaise effectively with vendors to optimise delivery
- Provide updates to the project manager regarding issues that affect project tolerances
- Maintain effective professional relationships by conducting weekly one-on-ones with a group of technical contributors, keeping notes on the subjects discussed
- Discuss individual's performance, providing affirming or adjusting feedback as required
- Coach team members to improve individual performance through continued professional development, and improve department performance by enhancing technical capability
- Flow down objectives from the company's goal cascades
- Conduct annual appraisals, sharing notes taken on performance throughout the year
- Enabling the department's growth by effectively delegating tasks to subject matter experts, whilst retaining the responsibility of ensuring tasks are completed correctly
- Motivate team members to complete task to the schedule defined by the project manager
- Continue to contribute technical expertise and hands-on design for projects within their own discipline area whilst co-ordinating technical work outside of it
- Facilitate completion of quality reviews and any required documentation to fulfil development gate requirements, and support business process improvement efforts

Some aspects of the role may change over time, but initially the role will ***not*** be expected to:

- Provide technical contributions to all projects their teams are involved in

- Conduct formal aspects of project management, although some functions may be delegated to this role by a project manager depending on the size and scale of the project
- Allocate or re-shuffle resource for projects
- Handle department staffing activities such as pay and recruitment, but may be asked to attend interviews and provide input

Skills / experience / qualifications:

It is *essential* the candidate has:

- Experience of leading teams of people for a common purpose
- Appreciation of the factors influencing successful project execution
- At least 5 years of relevant technical experience in industry as a subject matter expert
- Awareness of designing products to meet regulatory requirements (Env, EMC, LVD)
- Proven experience in delivery for a production environment
- Production of high quality reports and documentation for external customers

It is *desirable* the candidate has:

- HNC or equivalent in a management related subject
- Appreciation or qualification of PRINCE2 or Agile project life-cycles
- Understanding of failure modes analysis and inputs to reliability calculations
- Knowledge or design experience in single-mode fibre optic systems
- Understanding of or training in total quality management
- Experience of the factors that drive RF product design
- Practical knowledge of antenna properties and signal propagation principles
- Registered, or in the process of registering to be a Chartered Engineer.

Person:

The successful candidate will lead small multi-disciplined engineering development teams including product designers, mechanical engineers, software developers, photonics experts, and microwave specialists. They will be able to develop and maintain relationships to facilitate a team of people undertaking technical tasks, and will be expected to use their own interpersonal skills to maximise the team's performance; setting high standards by example of their own behaviours. They will present a confident and collaborative interface when dealing with customers, users, sub-contractors, and suppliers, through either written or verbal communications; maintaining these critical relationships through naturally polite discourse. The candidate will have a proven record of organising and guiding other people, and demonstrate leadership in applying their technical knowledge to product solutions within short time frames.

In addition to meeting customer's needs, solutions will be required to exceed the company's documented quality standards and be delivered within agreed timescales and budgets. The successful candidate will be capable of applying themselves to multiple development projects simultaneously and be comfortable responding to changing business priorities as they arise.

Required behaviours:

- *Creativity and innovation* – Possessing a passion for driving continuous improvement by spotting opportunities and seeking the views of others
- *Keeping Commitments* – You demonstrate a can-do attitude and you drive to complete tasks and projects and report that they are completed, even when other opportunities arise which appear to be more interesting
- *Collaboration and Communication* – ability to develop relationships with colleagues outside your department built on mutual trust, respect and drive for sharing and success
- *Impact and influence* – You listen to different perspectives, evaluate, persuade and carefully shape your work to deliver excellent results
- *Teaching and Sharing* – You share what you know with others and seek to learn from the vast pool of knowledge in others at PPM
- *Company Focus* – Put the needs of the company first before your team needs, drive to achieve the goals of the company as well as your own team