



## JOB DESCRIPTION

**JOB TITLE:** Project Manager

**REPORTS TO:** Director of R&D

**LOCATION:** Wellington, New Zealand

**REMUNERATION:** Commensurate with experience in associated roles

### COMPANY OVERVIEW:

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4RF Limited is a New Zealand company designing, manufacturing and supplying high quality wireless radio products deployed in over 120 countries. 4RF's products are used by utilities, oil and gas companies, public safety organisations, transport operators, broadcasters, enterprises as well as fixed and wireless telecoms operators. We have blue chip customers in all of these vertical markets examples of which include the United Nations, EDF, Chevron and America Móvil.

4RF is backed by leading growth investor Fortissimo Capital ([www.ffcapital.com](http://www.ffcapital.com)) and has recently announced investment to accelerate product development, market delivery and company sales. A significant expansion of the R&D team, including an increase in the Project Management function, is integral to the company growth plan.

### JOB SUMMARY:

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With the increased number and pace of development projects an experienced and motivated Project Manager is required to join the small project management team. The team has responsibility for the scoping, detailed planning, implementation scheduling, control and reporting on product developments to ensure completion to agreed schedules and budgets. 4RF product delivery involves multi-year development cycles; experience in project management involving multidisciplinary development teams producing complex hardware and software platforms is critical to success in the position. 4RF Project Managers are both a key part of the Senior R&D Management team and a primary point of contact for other departments, effective relationship management internally and externally to R&D is a key element of the position.

4RF R&D activity is closely aligned to customer and market activity. Managing and allocating resource to meet the dynamic market requirements while maintaining development progress to ensure on time delivery of R&D projects is a key requirement of the role.

### ORGANISATION STRUCTURE:

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Reports to: Director of R&D

Direct Reports: Nil

R&D Relationships: Project Manager and group managers for Digital Processing, RF Engineering, Software (2), System Test, Compliance and CAD team

Other Relationships: Product Managers (HQ and based in UK), Director of System Engineering, Supply Chain Manager and Product Engineering Group Manager

**KEY RESPONSIBILITIES:**

<b>Key Responsibilities</b>	<b>Key accountabilities/expectations</b>
<b>Project Planning</b>	<ul style="list-style-type: none"><li>• Facilitate and contribute to the definition of project scope, goals and deliverables</li><li>• Facilitate iterative process with Product Management during project specification definition phases</li><li>• Consolidate input, plans and schedule assessments from Development group leaders into a single overall programme view for each development</li><li>• Ensure appropriate methodology for anticipating and providing contingency for development process variances included in planning</li><li>• Develop full scale multi-year project plans with appropriate levels of detail to ensure both short and long term deliverables can be monitored, adjusted and reported on appropriately</li><li>• Assign responsibilities and allocate resource for most expedient project delivery and efficient use of all resource including staff, equipment, tools and external contractors</li><li>• Coordinate with full Project Management team to ensure resource sharing across multiple projects considered in generation of plans</li><li>• Produce detailed "what if" assessments to identify development cost, impact and schedules in support of business case based approvals for new products or enhancements to existing product lines, noting these plans will be a key input to major development approval decisions</li><li>• Produce project documentation to effectively communicate project plans and deliverables to all stakeholders</li></ul>
<b>Implementation and Delivery</b>	<ul style="list-style-type: none"><li>• Track project deliverables using appropriate tools</li><li>• Provide direction, support and coordination across multi-disciplined development teams to achieve project milestones and delivery</li><li>• Proactive identification of programme delays or development roadblocks, support and facilitation of resolution, identification of subsequent impact</li><li>• Risk management and implementation of agreed solutions</li><li>• Constant awareness of staff availability or changes in circumstances to ensure accommodated and mitigated in forward looking plan adjustments</li><li>• Manage 'New Product Introduction' process and documentation within R&amp;D</li><li>• Manage transition of product from R&amp;D to Manufacturing until products achieve general production status</li><li>• Proactively maintain the timeliness of the engineering schedule to meet market delivery requirements</li><li>• Carry out objective project evaluations and assessment of results for continuous refinement of future project plans and schedules</li></ul>

<b>Communication and Reporting</b>	<ul style="list-style-type: none"> <li>• Reporting of development programme status, achievements, challenges and issues along with group activities regularly to the Director of R&amp;D</li> <li>• Facilitate team and stakeholder meetings effectively</li> <li>• Present reports defining project progress, problems and solutions</li> <li>• Constantly monitor and effectively communicate progress of the project to all stakeholders, including both short and long term impact on project deliverables</li> <li>• Hold regular status or action meetings with focused sub-groups</li> </ul>
<b>Financial</b>	<ul style="list-style-type: none"> <li>• Track, collate and report individual and team hours and project expenses on a weekly base by project and sub activity in support of budgeting and funding requirements</li> <li>• Key contributor to R&amp;D budget development</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Maintain strong relationships and credibility with senior R&amp;D Management and key interaction points within other departments</li> </ul>

## **QUALIFICATIONS/EXPERIENCE:**

### **Essential:**

- Qualification in Project Management or significant experience in a comparable role
- Exposure or background in Electronics Hardware or Software Engineering
- Knowledge of both theoretical and practical aspects of project management including techniques and tools
- Demonstrable success in a project management role with the development and market delivery of complex products involving multi-year development cycles
- Proven experience in risk management
- Proficient in project management software and tools
- Exposure to and understanding of business drivers for development business cases and decision making
- Proven relationship management skills and experience in people management
- Fluency in English

### **Desirable:**

- Exposure to industrial wireless communications products, knowledge of telecoms in general and microwave radio and telemetry communications in particular

### **Personal attributes:**

- Excellent communication skills
- Results driven
- Demonstrated interpersonal and people management skills
- Capable of interacting in a cross functional engineering team environment
- Ability to handle complex, difficult or stressful situations as appropriate
- Remarkable references