

Job Title: Project Manager, Research and Development Department

Reporting To: Director of Research and Development
2016

Issue 2: September

Job Purpose: To lead, manage and deliver multi-disciplined Research and Development Projects for Inca's products

Principal Responsibilities:	
To develop requirements specifications for new Products, Features and Technologies with Inca Directors, Distributors and Customers.	
To provide Inca Directors with appropriate estimates and delivery of costs and performance, resources, plans and management for Inca's Research and Development Projects.	
To negotiate functional specifications and resource requirements with the Research and Development Team Leaders for their Teams' contribution to each Project.	
To lead and manage the Project Team members, ensuring safe systems of work are adopted at all times and providing them with appropriate instructions, guidance and feedback on project tasks.	
To provide Production with comprehensive and timely documentation to enable high build efficiency and reliability of Inca's Products with support for any emerging problems and replacement of obsolete parts.	
To provide Customer Support with comprehensive documentation and assistance to enable efficient Diagnosis and Repair of Customers' problems.	
To ensure that the development and design of new Products, Features and Technologies does not compromise Inca's compliance with the relevant standards.	
To achieve a good balance between Safety, Time-To-Market, Cost and Reliability.	
Generally, to become familiar with and adhere to the Company's and Parent Company's policies, processes and procedures (especially those related to safety and safe systems of work) and, by strong leadership, best practice and personal example, uphold them across the Project Team.	

Contact with Others:	Knowledge and Experience:
1. Inca Directors.	Degree in Engineering, Physics or similar.
2. Other R&D Project Managers for peer review.	Knowledge of Multi-disciplined Engineering techniques
3. R&D Team Leaders and their Teams.	Experience of Management of People and Projects.
4. Production Department, particularly the Team Leaders.	Experience of developing mixed technology equipment in a Manufacturing company.
5. Customer Support Department, particularly the Response Team.	Experience of Development Processes (e.g ISO 9001) and Production Systems (e.g. MRP).
Competencies:	
1.1 Deciding and Initiating Action	4.3 Analysing
1.2 Leading and Supervising	5.2 Creating and Innovating
2.1 Working with People	6.1 Planning and Organising
3.2 Persuading and Influencing	6.2 Delivering Results and Meeting Customer Expectations