



PROJECT MANAGER

Reports to: Production Manager	Abbreviation:
Division/Department: Production Control	Deputised by:
Location: Woodside, Bishops Stortford	Version/Date: V2 July 26

JOB PURPOSE

The Project Manager responsible will lie with end-to-end management of customer programs and manufacturing projects within a high-precision aerospace manufacturing environment. The role ensures that customer orders and contracts are delivered on time, within budget, and in full compliance with quality and regulatory requirements.

The Project Manager will act as the primary interface between customers, suppliers, and internal departments, coordinating all activities required to achieve contractual delivery commitments. The Project Manager will oversee the planning and execution of manufacturing operations including CNC machining, sheet metal fabrication, welding, heat treatment, surface treatments, assembly, inspection, and subcontract processing.

A key aspect of the role is leadership of the Production Control team, ensuring effective planning, scheduling, material availability, capacity management, and proactive management of risks that could impact delivery performance.

The Project Manager will drive operational excellence, customer satisfaction, and continuous improvement while maintaining compliance with AS9100, customer requirements, and company procedures.

MAIN RESPONSIBILITIES AND DUTIES

- Manage multiple aerospace manufacturing projects simultaneously from order receipt through to final delivery based on the order book.
- Develop and maintain detailed project plans covering all manufacturing and supply chain activities/aspects
- Establish project milestones and monitor progress against agreed schedules.
- Identify project risks and develop mitigation plans to minimize impact on delivery, quality, and cost.
- Coordinate activities between Engineering, Manufacturing, Quality, Purchasing, and Logistics.
- Ensure resources, materials, and subcontract services are aligned with project requirements.
- Monitor project performance using key operational and financial metrics.
- Lead project review meetings and communicate actions to stakeholders/customers
- Drive recovery plans for delayed or at-risk projects.
- Lead the Production Control team responsible for planning and scheduling all manufacturing activities.
- Ensure production schedules are aligned with customer delivery requirements and available manufacturing capacity.
- Review and manage work order priorities to maximise throughput and delivery performance.
- Monitor production progress daily and resolve bottlenecks.
- Drive schedule adherence and ensure manufacturing departments achieve planned completion dates.
- Lead daily and weekly production review meetings.
- Develop recovery plans where production schedules are at risk.
- Coordinate and manage suppliers providing raw materials, machining support, heat treatment, plating, painting, NDT, and other special processes.
- Review supplier schedules and expedite critical deliveries.
- Resolve supplier-related issues affecting production schedules
- Ensure subcontract activities are completed in accordance with aerospace quality requirements and customer specifications.
- Own and drive On-Time Delivery (OTD) performance across all assigned projects and customer accounts.
- Establish clear priorities across manufacturing and supply chain activities

- Report delivery performance to senior management
- Develop and execute plans to improve OTD and reduce lead times.
- Use MRP and ERP systems to manage demand, material availability, job progression, capacity considerations and delivery commitments.
- Lead New Product Introduction (NPI) and build-to-print activities, ensuring drawings, specifications, routings, work instructions and quality requirements are understood and controlled.
- Lead, motivate, and develop a team of Production Controllers
- Provide coaching, mentoring, and professional development opportunities
- Promote accountability and ownership throughout the team.
- Ensure effective communication between planning, production, quality, and supply chain teams.
- Ensure all projects comply with AS9100, customer-specific requirements, and company quality standards.
- Support internal, customer, and regulatory audits.
- Ensure configuration control and documentation requirements are maintained.
- Lead initiatives to improve planning processes, production efficiency, and delivery performance.
- Analyse operational data and KPIs to identify improvement opportunities.
- Drive actions to reduce lead times and improve workflow efficiency.
- Implement best practices in project management and production planning.
- Performing of any other duties within your capabilities as directed by the Company

QUALIFICATIONS PREREQUISITES

- Minimum of 3 years Supervisory/Line Management experience. **Essential.**
- Minimum of 5 years Project Manager or Programme Manager experience within a manufacturing business, preferably in aerospace, defence or another highly regulated industry. **Essential.**
- Understanding of manufacturing processes and production environments. Desirable
- Demonstratable knowledge and experience with project management methodologies and tools. **Essential.**
- Knowledge of aerospace quality systems such as AS9100 and regulatory requirements. Desirable.
- Excellent leadership, communication, and stakeholder management skills. **Essential.**
- PRINCE2 Foundation or Practitioner qualification, APM Project Management Qualification, or equivalent project management certification. Desirable.
- PMP certification, Lean manufacturing, continuous improvement or supply chain related qualifications would be advantageous.
- Experience with ERP systems and manufacturing planning and scheduling tools. **Essential.**
- Commercial awareness with the ability to monitor budgets, delivery performance and the impact of change on cost and schedule.
- Excellent communication, organisation and coordination skills, with the ability to work effectively across customers, suppliers and internal departments.
- Results focused, self-motivated and able to work independently while managing multiple priorities in a fast-paced manufacturing environment.

EMPLOYEE DECLARATION

I confirm that I have read and understand the requirements and responsibilities of my role and agree to adhere to them if there is anything I do not understand I am aware that I should raise this with my line Manager	
Print Employee Name:	
Employee signature:	Date:
Manager Name:	
Manager Signature:	Date