



# Project Manager

<b>About Nextbase</b>	<p>Nextbase is a market leader in connected car technology and driving intelligence.</p> <p>Founded in the UK in 1999, we have 25 years' experience of manufacturing in-car devices and protection platforms, and, to this day, our sole focus is on driver wellbeing and safety. Ours is the largest smart Dash Cam brand in the world and we hold leading market share in our active markets.</p> <p>Please learn more about Nextbase at <a href="https://nextbase.com/about-us/">https://nextbase.com/about-us/</a>.</p>
<b>Job Title</b>	<b>Project Manager</b>
<b>Reporting Line</b>	Senior Project Manager
<b>Directorate</b>	Product & Programmes
<b>Main Purpose of your Job</b>	<p>We are looking for an organised, detail-oriented individual to join the PMO team as a project manager. The responsibilities of the software project manager will involve supporting the Director of Product and Programmes in overseeing projects from start to finish. This will include delivery of full 'Go to Market' plan as well as 'New Product Introduction' and change. To be successful as a software project manager, you should have a good working knowledge of project estimation techniques, planning and the ability to motivate team members. The software project manager should have good communication and decision-making skills with the ability to work on their own initiative.</p> <p>This is an exciting and varied role for a seasoned and disciplined Project Manager, this will see you working across all areas of the business. You'll work collaboratively with colleagues and stakeholders to drive projects through delivery of key outcomes. You'll have responsibility for the controlled delivery of projects throughout the NPI and change project lifecycle, with a focus on providing leadership, motivation, and support to cross-functional project teams. You will have the necessary skills to cultivate effective key interactions with senior sponsors through timely and relevant communications.</p> <p>In this role, you'll work for the Snr. Project Manager and other project managers, to deliver key strategic projects which underpin the strategy of the business in line with its governance procedures.</p>



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<b>Main Responsibilities</b>	<p><b>Project Manager</b></p> <ul style="list-style-type: none"><li>• Discussing potential projects and their parameters with colleagues, partners, managers, stakeholders and development teams.</li><li>• Planning out the blueprints for software projects alongside product management, setting deadlines, laying out communication strategies.</li><li>• Ensuring each project stays on schedule and adheres to the deadlines with appropriate change control.</li><li>• Creating a project budget and ensuring the project adheres to the budget as closely as possible.</li><li>• Tracking milestones, deliverables, actions, risks, and change requests.</li><li>• Serving as a liaison to communicate information regarding project deliverables, milestones and change with the wider business.</li><li>• Work with wider teams, Product Managers, Sales and Marketing, Product Owners to plan projects, identifying and mitigating risks and detailing dependencies.</li><li>• Effectively communicates outcomes; creating dashboards, presentations, scope documents that drive decision-making and measure continuous improvement</li><li>• Customer facing experience</li><li>• Oversee project delivery in the contexts of:<ul style="list-style-type: none"><li>• Project plans</li><li>• Technical solutions</li><li>• Resourcing via matrix management</li><li>• Project budgets and project controls</li><li>• Project reporting</li><li>• Interaction/integration with third parties</li><li>• Effective handover into BAU</li></ul></li><li>• Ensure project documents are complete, current, and stored appropriately.</li><li>• Facilitate team and client meetings effectively.</li><li>• Create and execute project plans, revise as appropriate to meet changing needs and requirements.</li><li>• Run Project Definition Workshops (kick off)</li></ul>
<b>Skills and experience</b>	<ul style="list-style-type: none"><li>• A bachelor's degree in information technology, software development management, software engineering, computer science, or a related field preferred.</li></ul>



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- 5+ years of experience in project management in a software-based environment preferred.
- Proven knowledge and experience of delivery within a stage gate process and project delivery within fast paced business.
- Experience of 'Go To Market' and 'New Product Introduction' planning and delivery.
- Experience with Agile methodologies and Agile project delivery as well as traditional waterfall project planning.
- Strong relationship building and interpersonal skills to facilitate compromise on scope and timelines.
- Effective communicator at all levels, with the ability to impact and influence including managing up at senior level.
- Good presentation skills are required, plus the ability to conduct effective meetings and presentations with large teams.
- Ability to demonstrate good capability in problem solving, decision making and making sound judgement in time pressured situations.
- Holding project teams accountable for delivering against plan, being assertive but not aggressive.
- Experience in managing and mitigating risks and managing issues to resolution.
- Ability to think strategically beyond the role to support the PMO and other departments.
- Provide strategic direction and leadership for the Project Management Office to ensure effective project management practices across the organisation.
- Oversee the management of the software project portfolio, ensuring alignment with business goals, resource optimisation, and risk management.
- Develop, implement, and maintain standardised project management methodologies, processes, and best practices, tailored to the organisation's needs and industry standards.
- Effectively lead and influence change management.
- Professional and positive approach - a can-do attitude with a willingness to go the extra mile when required. Dynamic and self-motivated with the ability to lead others.



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	<ul style="list-style-type: none"><li>• Ability to thrive within a pressured environment and flex ways of working to suit the needs of the business and other team members.</li><li>• Strong interpersonal skills and the ability to work directly with customers and C-Suite stakeholders.</li><li>• Strong organizational skills and ability to prioritize/multi-task easily with limited supervision.</li><li>• Experience of managing multiple parallel projects with a global project team.</li></ul>
<b>Ways to stand out from the crowd</b>	<ul style="list-style-type: none"><li>• Demonstrated track record of learning, leading and winning.</li><li>• Experience in delivery of consumer electronic projects (software and hardware)/dash cams.</li><li>• Knowledge and experience of managing multidisciplinary software development teams (Cloud, UI/App and firmware).</li><li>• Experience with consumer connected products that have subscription-based platform.</li><li>• Experience in managing the development of the connected features, creating a digital product proposition and defined specifications for connected products that meet both business and user needs.</li><li>• Experience in application development based on Android and iOS.</li><li>• Certified Professional Scrum Master (PSM).</li><li>• PMI Agile Certified Practitioner/AgilePM</li><li>• PMP/Prince certification.</li><li>• Business transformation experience.</li><li>• Experience in a senior or leadership role.</li><li>• Experience in different electronic manufacturing services ODM/OEM/CEM.</li></ul>