Manager – Electronics Engineering
Job Description

Role Purpose:

Provides high-level technical leadership and expertise, managing and developing a team to deliver agreed programmes of work to required standards. Acts as technical lead in medium / large scale and highly complex projects, drawing upon a broad range of technical know-how to provide carefully thought-through advice and expertise to a range of stakeholders across the organisation. The Manager offers innovative solutions at business-unit level and to clients, contributing extensively to development and improvement activities, identifying and addressing future needs of the team in order to deliver on area strategy.

Key Responsibilities:

- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), quality and best practice requirements.
- To effectively manage the Electronics Engineering team's goals and performance, sharing and translating area strategy, ensuring identification and delivery of departmental goals, through utilisation of appropriate management styles, providing feedback and motivation to team members and enabling individuals to meet their potential. This includes providing strong managerial support, performance management, and recruitment, development and allocation of resource to ensure project delivery and longer term planning of deliverables.
- To undertake all management activities to ensure the smooth running of the group. This will include:
    - Medium to long term forecasting and planning of activities and objectives
    - Setting team and individual objectives to meet departmental, business unit, and company objectives, contributing to the wider strategy
    - Identifying and conducting performance management activities to ensure behaviours and performance of team meet required expectations, providing training and/or relevant support where needed
    - Act as a point of contact for team members' queries and escalations with regards to more complex matters
    - Conduct regular meetings, one to one sessions and performance development conversations with team members to ensure high levels of communication, feedback and performance across team
- To identify new technical developments and trends, translate these into building blocks for opportunities within the business unit, initiating the creation of (new) technological innovations/applications.
- To utilise own expert knowledge to assist in translating business unit strategy and client needs into practice through the delivery of plans to set and achieve team and business unit objectives.
- To build, maintain and exploit a network of relevant external stakeholders, customers, partners, research organisations and authorities, to represent CPI and self as a credible expert, identifying opportunity for future projects and developments.
- To agree workplans with team members, project manager(s) and other relevant stakeholders, and ensuring delivery to agreed schedule.
- To build the associated capability base for the business unit by coaching and developing team, (both technically and behaviourally) to help them reach their potential.
- To actively contribute to a culture of continuous capability development through coaching, mentoring and/or developing colleagues across the business unit and organisation, providing insights into areas of specialism.
- To keep self and team up to date with external developments in areas of specialism, and/or legislative and SHE related changes, ensuring implementation and application of new best practice and/or

knowledge across the team.
*   To act as a credible partner with Bid Development teams to clients, ensuring that the technical elements of the bid are fully defined and agreed with the client. Seek out and engage in business development opportunities where appropriate.
*   To formulate and present solutions to a range of stakeholders, using deep technical knowledge to provide up to date views, opinions and advice to managers, and is regularly sought out to do so.
*   To actively engage in hazard studies / SRA studies and discussions, as appropriate to role level.
*   To be accountable for providing clearly documented records of technical data, decisions, methodologies, calculations and software use in an agreed format.

Direct reports: Up to 10 direct reports

Education / Qualifications:

Essential:	Desirable:
Educated to Degree level (or equivalent) in an Electronics discipline plus relevant industrial experience at a senior level Or Educated to Masters Degree level in an Electronics discipline (or equivalent) plus significant industrial experience Successfully completed formalised management training / managerial development programme, or has equivalent experience.	Supervisory or Management qualification Chartered status with a relevant professional institution

Competencies and behaviours	
Leadership (Guiding)	**Decision Making (Guiding)**
• Leads people with confidence and is empathetic. • Displays flexibility in leadership styles in order to tell/sell/involve and delegate. • Empowers others to constantly achieve and strive to exceed personal and company objectives. • Talks beyond today, about future possibilities optimistically, showing others how they can benefit and contribute to the business.	• Confidently takes decisions that require political/organisational interpretation and that could cause controversy but moves CPI forward. • Reliably and boldly takes decisions involving the charting of a way forward into a new territory where no precedent exists and analysis of all available data provides no clear single conclusion. • Models drive and resilience in ensuring the solutions are adopted.
Communication (Guiding)	**Developing self and others (Guiding)**
• Personally takes the lead in creating an environment that encourages open and honest communication at all levels in the organisation. • Motivates and influences others via their communications. • Adapts communication style and format recognising individuals' different needs/ motivations.	• Intervenes to address sources of lagging performance. • Provides challenging and stretching tasks and assignments to develop others. • Highly effective at supporting high performers and addressing underperformance through effective, constructive and open dialogue.

	• Collects information on performance and evidence of behaviours, and uses it effectively to improve individual and team performance.
Collaboration (Guiding)	**Delivery (Guiding)**
• Displays a collaborative style in day-to-day working whilst motivating others to achieve optimal performance and results. • Develops relationships which facilitate the resolution of complex tasks and can apply different techniques to effectively mitigate any conflict. • Can negotiate skilfully in tough situations with all stakeholders.	• Demonstrates the ability to prepare, gain approval of, refine and update business cases that justify the initiation of a project. • Displays the ability to manage stakeholders, taking account of their levels of influence and particular interests. • Ensures actions and decisions within the team are aligned with CPI's priorities. • Anticipates how team objectives must adapt and stretch to respond to change.

Knowledge and Experience:

Essential:	Desirable:
Will possess significant, technical expertise in Electronics engineering, as well as a compelling evidence of complex technical problem solving. Will exhibit professional mastery of principles and practices in system design and development gained through career to date in area of expertise. Can demonstrate evidence of building knowledge sharing and network building practice across teams and organisations to achieve desired results. Actively demonstrates in-depth technical and theoretical knowledge in and can participate at high level in more than one area. Is viewed as an authority in at least one area by peers and managers. Is able to take responsibility for diverse or complex technical activities where it is necessary to use own initiative and judgement, implementing innovative solutions in business critical situations. Will have sound experience of supervising a group or team within an operational environment and experience of managing performance within the team.	Is an active member of a professional body, engaging with peers beyond CPI. Software or firmware experience. Working knowledge of ISO 15288.