

## Job description

**Job title:** R&D Project Manager (NPD/NPC)

**Department:** Design, CBS London

**Reports to:** Direct report to Design Manager

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### Overview

Colebrook Bosson Saunders Ltd, a wholly owned subsidiary of Herman Miller, are international designers, manufacturers, and distributors of award-winning ergonomic products. We strive for new ways to enhance user experience through the seamless connection of people and technology.

As part of the continual growth of CBS, we are looking for a strong R&D Project Manager to drive New Product Commercialisation (NPC) activities with rigour, and act as guardian of project scope, budget, and time. The role will be based at the CBS London office, with the opportunity to work flexibly in balance with required deliverables.

The candidate will need to be able to travel internationally for extended periods, for product and process training.

### Purpose of Role

- Provide Project Management of New Product Commercialisation (NPC) initiatives.
- Cross department and cross company resource management including international partners - balance priorities and resource alongside strategic activity
- Deliver clear, concise, and accurate communication between project stakeholders in terms of progress, project impacts and changes
- Advance Project Management processes in developing appropriate tools and methodologies as required to continuously improve Project delivery, enabling the business to reduce time to market and increase efficiency

### Specific Responsibilities

- Direct project planning per NPC guidelines, including identification and organization of assigned resources, the establishment of project schedule, and input into the design & development of project and product strategies
- Conduct activities for the Design & Development, and cross-functional Core Team
- Tracking and reporting of project deliverables aligned with Global Milestones in NPC Process
- Report progress against baseline expectations through the develop and launch phases into early adoption
- Creating and maintaining projects visual schedules with weekly meeting cadence
- Risk analysis and corrective actions
- Ensure adherence to the NPC process
- Maintain documentation regarding Project process for the purpose of ISO Quality audits
- Performs additional responsibilities as requested to achieve project and business objectives

**Minimum Requirements (Key Knowledge, Skills & Abilities):**

- Proven Project Manager experience in successful delivery of multiple NPD/NPI projects
- Proven understanding of product design & development process and product manufacture
- Comfortable working in new areas, with an ability to quickly learn and apply management skills to deliver the required outcome
- Strong interpersonal and leadership skills, able to bring resources together from different organisations, departments, and management tiers to deliver a common goal
- Driven, self-starting attitude. Able to recognise 'what needs to be done' and generate a plan to deliver
- Superb communication and collaboration skills
- Comfortable working at all levels of a company
- Commercial awareness, ability to identify value and ROI in project activity, building a business case in each instance
- Exposure to relevant manufacturing processes such as aluminium die casting, injection moulding is an advantage
- Formal Project Management qualification is an advantage, such as PMP, CAPM.

**Education, experience, and requirements:**

- Degree qualified as minimum in Product Design, Design Engineering or equivalent
- Background working in an R&D environment and experience with the product development process
- A minimum of 3 years project management experience
- PMP seeking/accredited