

# Shenton Group Vacancy



**Job Title:** Operations Manager - Projects

**Location:** Andover, Hampshire

An excellent opportunity to join a thriving Generator, UPS system, and CHP (Combined Heat and Power) business, in an industry with a substantial future. The successful candidate will be an energetic person with proven leadership skills, experience, maturity, confidentiality, and a positive and pro-active outlook who is looking to further their career in a strong and progressive company. A mature outlook is vital with the ability to work under pressure and within tight timeframes. A practical and mechanical background is essential, along with a willingness to learn, as you will be responsible for a cross section of staff, projects, systems and procedures as well as client expectations to manage. Training and backup support will be given to make a successful post. The candidate will be located near our head office in Andover, Hampshire.

Your position would be within the Projects department, reporting to the Managing Director, but also working alongside the Sales department, Technical department, and all Directors and Managers.

## **About Shenton Group**

The UK's Leading Technical Experts in Standby Power, Uninterruptible Power Supplies and Combined Heat and Power Systems.

A thriving business with over 35 years in the standby power and energy efficiency markets, Shenton Group supply, install, hire and maintain critical power systems and associated equipment, such as generators, UPS systems, switchgear and CHP (Combined Heat and Power). We have a strong family management structure, and high standards of performance and ethics. We have a mature financial position. We trade from multiple locations around the UK, and you would be part of a team of circa 75 staff.

We have robust staff development policies, and offer substantial opportunities for stable long term employment.

## **Main purpose of role**

You would be responsible to manage the company Projects department which includes:

- Day to day overall responsibility for the Projects and Production departments
- Day to day overall responsibility for approximately 140 live projects including the crucial dates, budget allowances and client expectations
- Ensuring excellent customer service is delivered on every project
- Handling client issues resulting from work carried out in the department, including site/face to face meetings
- Day to day management of the Project Managers
- Day to day management of the Project Managers Assistants
- Day to day management of the Production department
- Day to day management of the Commissioning engineers
- Management, leadership and motivation of the staff in the department including appraisals, OTO's, disciplinary issues (with the support and instruction of the HR department)
- Overall management of the systems and processes in the department

- Supplier liaison
- Working with the Managers of all other departments as required
- Reporting to the board
- Responsibility to deliver the departments financial targets
- Attending the necessary meetings for the department
- Disseminating the action points to the whole projects team following any meeting
- Health & Safety – Checking of RAMs etc.
- Distributing of the new projects to the project managers
- Overseeing the setting up and implementation of new systems
- Working with the sales team to ensure costing's etc. are correct
- Oversee the scheduling and labour allocation
- Arranging subcontractors and sourcing
- Workshop organisation
- Stock management

You will need organisational, leadership and IT skills to take responsibility for a departments, staff, systems, procedures, clients, deliveries, and installations from receipt of order, through delivery, installation and finally commissioning. This is mainly an office based management role but you would be expected to attend site whenever required to meet with clients or suppliers or to partner colleagues at key moments.

### **What We Are Looking For**

#### **Personal Skills**

- a) Positive mental attitude
- b) Self-motivated
- c) Implicitly trustworthy/honest
- d) Unquestioned confidentiality
- e) Ability to work effectively with minimal supervision
- f) Ability to manage pressure in yourself and in your department
- g) Good interpersonal skills
- h) Ability to sympathise with, progress, manage, and mentor staff
- i) Good verbal and written presentation skills
- j) Ability to work long days, or stay away from home, if required
- k) Stamina
- l) High standards of attention to detail and accuracy
- m) High standards of personal presentation. Able to conduct yourself in director level meetings in a boardroom environment
- n) Ability to think on your feet, and function effectively in a fast moving business
- o) Good ability to write reports, keep to promises, meet deadlines, and go the extra mile
- p) Comfortable working in a hard driving well motivated team, of very focused people, with robust working relationships
- q) Ability to understand finances, numbers, and the criticality of hitting budgets
- r) Ability to work with clients, manage their expectations, and deliver outstanding service and quality every time

## Experience and Qualifications

### Essential:

- Minimum of 3 years relevant experience in the industry and/or in a similar role
- Strong practical knowledge of the type of installations we are involved in, the market we play in, why we are in business, and why the client needs our product
- Strong practical electrical engineering knowledge
- IT skills, fluent with Outlook, Excel, and Word

### Desirable:

- Mechanical or Electrical Engineering qualification
- IEE 18<sup>th</sup> Edition Qualified
- CSCS card
- Experience with building services plant (both electrical and mechanical)

### Your Package

- Attractive fixed salary
- Statutory pension
- Excellent staff benefits
- Flexible working hours as or when the role allows
- Company Vehicle
- Company Phone/Phone allowance
- 25 days annual leave, increasing through company loyalty programme

To express an interest in this role, please send your CV to [careers@shentongroup.co.uk](mailto:careers@shentongroup.co.uk)