

## Job Description

Job Title	Technical Project Manager
Reports to	Product Manager
Department	Commercial
Location	Sawston, Cambridge

### Who we are

Echion is a world-leading battery technology developer based in Sawston, near Cambridge. We have developed advanced materials enabling the next-generation superfast charging batteries. This enables a fundamental rethink of how products are designed and used, from industrial e-mobility applications, consumer electronics, and more.

It's a fantastic time to join Echion. The company is now successfully trading with its flagship XNO® product. We have big commercial ambitions and a super exciting roadmap of new products to develop.

We're looking for like-minded people to be part of our journey towards a successful future. Learn more at [www.echiontech.com](http://www.echiontech.com).

### Job Summary

The Technical Project Manager is part of the Commercial Team and reports directly to the Product Manager. The role has responsibility for the definition, planning, development, management, execution, and delivery of a portfolio of projects related to the commercialisation of Echion's XNO® product. The Technical Project Manager also works collaboratively with other members of the Commercial and Technical teams who are involved in the delivery of project work.

### Key Responsibilities

1. Oversee and manage the portfolio of projects supporting the commercialisation of Echion's XNO® product.
2. Lead and manage the planning, definition, execution, and monitoring of new projects from initiation to closure with Commercial team stakeholders to secure sign-off from management and budget holders.
3. Oversee day-to-day project management aspects including coordinating teams, allocating resources, reporting, and ensuring they are completed on time, within scope and budget.
4. Develop detailed project plans, schedules and resource allocation plans to ensure timely delivery of project milestones.
5. Identify and mitigate project risks and issues.

6. Meet regularly with project stakeholders and define and ensure collaborative alignment of project goals and objectives with the scope, including in response to findings developed throughout the project.
7. Proactively gather feedback from internal stakeholders and incorporate that input to drive continuous improvement and customer satisfaction.
8. Participate in technical discussions to develop and refine work packages and their deliverables and milestones.
9. Manage the performance of 3<sup>rd</sup> party services providers and collaborators.

Education & Qualifications required	<ul style="list-style-type: none"> <li>• Degree qualified in engineering or scientific field.</li> <li>• A project management qualification.</li> </ul>
Experience required	<ul style="list-style-type: none"> <li>• Experience working in a start-up/ scale up business would be beneficial.</li> <li>• 5+ years project management experience.</li> <li>• Experience reporting to senior management.</li> <li>• Previous experience in managing technical projects.</li> </ul>
Skills & knowledge required	<ul style="list-style-type: none"> <li>• Appreciation for inorganic materials and battery technology.</li> <li>• Training and knowledge of a range of project management methodologies (ideally with certification).</li> <li>• Very good written, presentation and oral communication skills.</li> <li>• Ability to create structure in high uncertainty and fast-paced environments.</li> <li>• High degree of initiative, autonomy, perseverance, and dedication.</li> <li>• Excellent leadership, communication, and interpersonal skills with the ability to effectively collaborate.</li> </ul>
Success factors for the role	<ul style="list-style-type: none"> <li>• Successful interactions with all customers (internal/external).</li> <li>• Directing projects bearing in mind the relevance to size and velocity of sales pipelines, including sales forecasts.</li> </ul>
Other key information	<ul style="list-style-type: none"> <li>• The role is based in Sawston, Cambridge.</li> </ul>
Our values	Pragmatic Collaborative Customer Focused Engaged Enterprising Reliable Excellence

#### What we offer

- Competitive salary
- Private Health Insurance plus health care cash plan for dental and optical fees

- Dynamic, cross-functional working environment
- 27 days annual leave plus UK bank holidays
- Option to buy additional holiday days
- Enhanced company pension plan
- Career advancement and opportunities
- Life Assurance Scheme
- Income Protection Scheme
- Employee Assistance Programme

Interested in applying?

We'd love to hear from you.

Our vacancies are advertised on our website. You can also email us your application including CV and cover letter to [recruitment@echiontech.com](mailto:recruitment@echiontech.com).