



POSITION DESCRIPTION  
PROJECT ENGINEERING MANAGER

## CONTEXT

The Quasar team is all about providing businesses and utilities with intelligent data to enable them to reduce costs, maximise operations and meet business goals.

We collaborate with our clients to provide them with a range of solutions, including advanced energy and power quality metering systems, Advanced Distribution Management Systems (ADMS), intelligent video security and a range of fortified communications, to assist with their diverse requirements from business analysis and reporting through to a variety of operational applications.

From extensive systems for large energy users and utilities, through to smaller sub-billing systems, our three decades of experience as a system integrator ensures each client receives a high-quality solution which meets their individual needs.

## PURPOSE

The primary role of **Project Engineering Manager** is to take the lead in planning, executing, monitoring, controlling, and closing out projects.

The **Project Engineering Manager** will provide leadership and manage a team of project engineers, and will establish clear direction, accountabilities, and expectations of the team.

The **Project Engineering Manager** will work collaboratively with stakeholders, proactively identify, and manage risks, and promote a culture of continuous improvement.

## KEY OUTPUTS

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### MANAGEMENT TEAM (10%)

- Be an active participant in management team discussions, offering ideas and solutions to ensure we have a culture of continuous improvement.
- Contribute to both short-term and long-term strategic planning.
- Ensure there are plans in place to implement agreed strategic actions.
- Monthly reporting to the Managing Director and Management Team.

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### PROJECT MANAGEMENT (40%)

Lead the planning, executing, monitoring, controlling, and closing out of projects.

- Ensure all projects are planned to maximise the available resources.
- Ensure processes are in place that improve project delivery and turnaround.
- Manage the deadlines of all projects, balancing customer requirements, hardware/software deliveries, team availability and internal expectations.
- Ensure excellent communication with all relevant stakeholders.
- Lead the weekly project meeting to update and discuss status with management team.
- Collaborate with the sales staff in the costing and delivery of solutions.
- Ensure all projects meet Quasar's engineering quality, internal documentation, administrative and commercial standards and upholds our Quasar corporate values.
- Proactively look for ways to improve our delivery.
- Reflect on completed projects to improve future projects.
- Collaborate with admin and ensure the delivery of hardware and software is closely managed, and implications of impact to projects are understood and communicated.
- Collaborate with the relevant managers to suggest improvements outside your team that would assist in project delivery.

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#### PROJECT TEAM MANAGER (40%)

Lead and manage the engineers within the project team.

- Manage the day-to-day activities of the team.
- Ensure all team members know that is expected of them.
- Motivate the team to achieve goals.
- Foster and monitor the development of team members. Ensuring appropriate development plans are in place.
- Ensure the Team meets Quasar's engineering quality, internal documentation, administrative and commercial standards and upholds our Quasar corporate values.
- Foster an innovative approach within the team that appropriately seeks to enhance our solutions.
- Empower the team with skills to improve their confidence, project delivery, product knowledge and communication skills.
- Provide assistance of a technical nature to other Company engineers where required.
- Ensure the Team are technically proficient in the product ranges assigned to the Team.
- Participate in performance reviews.
- Manage team leave, ensuring appropriate cover is in place.
- Create a pleasant working environment that inspires the team.

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#### SOFTWARE DEVELOPMENT TEAM MANAGER (10%)

Once priorities are agreed with the Managing Director , lead and manage the programmers within the software development team.

- Manage the day-to-day activities of the team.
- Ensure all team members know that is expected of them.
- Motivate the team to achieve goals.
- Foster and monitor the development of team members. Ensuring appropriate development plans are in place.
- Ensure the Team meets Quasar's engineering quality, internal documentation, administrative and commercial standards and upholds our Quasar corporate values.
- Foster an innovative approach within the team that appropriately seeks to enhance our solutions.
- Empower the team with skills to improve their confidence, project delivery, product knowledge and communication skills.
- Provide assistance of a technical nature to other Company engineers where required.
- Ensure the Team are technically proficient in the product ranges assigned to the Team.
- Participate in performance reviews.
- Manage team leave, ensuring appropriate cover is in place.
- Create a pleasant working environment that inspires the team.

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#### GENERAL

- Assist when called upon in the development of new business lines.
- Other tasks as may reasonably be required from time to time.

#### STAFF SUPERVISED

- Engineers assigned to the Projects, and Programmers assigned to the Software Development Teams.

#### ACCOUNTABILITY

The **Project Engineering Manager** reports to the Managing Director.

## KEY RELATIONSHIPS

Quasar adopts a collaborative approach at all levels of the company, in this role the **Project Engineering Manager** will work closely with:

- Solutions Manager (Engineering Capability & Technical Support)
- Sales & Client Services Team (Project Handover and Debrief)
- Finance & Operations Manager (Staff Development)
- Quasar Staff and Directors

## KEY ATTRIBUTES

### QUALIFICATIONS

(One or more of the following may be sufficient)

- A relevant tertiary or industry recognised qualification.
- Degree in Management.
- Degree in Electrical Engineering.

### EXPERIENCE

- 10 years' post graduate experience in engineering or project management.
- 5 years' experience within a leadership role.
- Previous experience delivering projects within budget and time constraints and measuring outputs.
- A solid understanding of project management methodologies and controls.

### SKILLS

(One or more of the following may be sufficient)

- Ability to manage multiple projects.
- Effective and confident communicator.
- Highly organised and able to manage an ever-changing landscape.
- Able to deal with changes and delays effectively.
- Able to motivate and inspire the people around you.
- Can proactively identify and effectively manage project risks.
- A working knowledge of health & safety requirements.

### VALUES AND ETHOS

- Understanding of and commitment to the values of the Company.
- Personal commitment to authenticity and conducting all aspects of business with integrity.

### PERSONAL ATTRIBUTES

- Flexible and adaptable and can adjust your style to work effectively with a variety of people.
- High level of professional competency in all forms of communication.
- Intuitive learner with proven ability to transfer knowledge to new settings and challenges.
- Ability to identify gaps in best practice and develop appropriate systems and processes in response.
- A strong customer focus: the ability to provide a cheerful and positive interaction with clients.
- Good organisation skills and the ability and desire to see tasks through to completion.

- The ability to communicate and relate to people from all levels of business, backgrounds, ages, and cultures.
- Demonstrated initiative, stamina and motivation, a strong work ethic.
- Focused on providing a high quality and culturally appropriate frontline service.
- Professional personal presentation/grooming.

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#### RESOURCES AND REQUIREMENTS

- Operate from the Company's premises in Christchurch.
- Staff are expected to maintain their own correspondence, email, and administration at a high standard.

#### BEHAVIORAL COMPETENCIES

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##### PLANNING & ORGANISATION

- Ability to plan, prioritise daily work assignments and exercise good judgement in managing urgent requests.
- Realistically plan and organise a project, allocating time in a manner which achieve priorities and allows for contingencies.
- Can set goals for own department and implement the planning and process steps to achieve these.
- Forward looking perspective that allows for contingencies and evolving situations.
- Ability to assist in planning, formulation and implementation of strategy and projects for both own department and in the wider Company context.
- Effective time management skills.

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##### ACHIEVEMENT ORIENTATION

- Motivated to achieve goals and objectives.
- Displays a definitive sense of urgency to accomplish tasks.
- Commitment to improving quality standards in own area of expertise.

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##### COMMERCIAL ACUMEN

- Knowledge of and interest in developments in the business world which could impact the Company, and a demonstrated ability to apply those to the Company's context.
- Demonstrated ability to quickly pick up workable levels of knowledge in new systems.

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##### COLLABORATIVE AND TEAM APPROACH

- Respects and can integrate the capabilities of people from a wide range of disciplines and personal styles to enable an effective functioning team.
- Good relational and interpersonal intelligence and willingness to allow that to shape the approach to team leadership.
- Active participant in team structures throughout the Company.
- Committed to a collaborative approach and able to adapt to a high level of synergy amongst different team members and teams in the Company.

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##### ANALYTICAL ABILITY

- Can analyse abstract, subtle, and undefined problems and information.
- Able to grasp the near- and long-term implications of a situation.
- Can analyse information on a conceptual level, as well as displaying a detailed approach.

**KEY SELECTION CRITERIA**

1. Leadership aptitude.
2. Planning, organisation, and control
3. Fit with the ethos, values, and approach of Quasar.
4. Credibility
5. Technical aptitude.
6. Experience in a relevant or transferable technical sector.

**HEALTH AND SAFETY**

1. All staff must always be conscious of potential safety problems.
2. Health and Safety Policy is in place within Quasar Systems Limited. Instructions regarding safety given by the Health and Safety representatives must always be followed.

**NON-LIMITATION CLAUSE**

NOTE: This position description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the on-going needs of the organization. Employment conditions are described fully in the Individual Employment Agreement.

**This Position Description** has been read and agreed:

Employee Name \_\_\_\_\_

Signature \_\_\_\_\_

Managing Directors Signature \_\_\_\_\_

Date \_\_\_\_\_