



## Role Specification – Software and Commissioning Manager

The PCE GROUP of Companies provide cutting edge automated solutions to global markets, spanning a variety of industry sectors, including Medical/Ocular and Pharmaceutical.

With over 40 years' experience in providing bespoke turnkey automation, ranging from stand-alone machines, to fully integrated high throughput cells. We pride ourselves on being able to offer our customers the complete in-house solution - from design to delivery.

### Role

We are currently seeking a Software and Commissioning Manager to join our dynamic and ambitious team.

The post holder will contribute to the growth and success of the business through the leadership of the Software and Commissioning department and the subsequent planning and organisation of the team's activities across all of the PCE GROUP sites.

In addition to the duties defined for this role you will also, as demand dictates, be required to perform the tasks of a Software and Commissioning Engineer

### Responsibilities

The following list is an indication of the responsibilities of the role, which the post holder will be expected to undertake. The list is not exhaustive and is intended as guidance only.

- Leading the software and commissioning team in the development of controls-based solutions appropriate to the specific project.
- Discussing and solving technical issues/queries with internal departments, customers, and suppliers.
- Ensuring all software is written, documented, and controlled in accordance with company procedures and processes.
- Engage in regular meetings with the Planning Department, Project Management Team, Engineers and customers, both internal and external, to understand and deliver upon the control's requirements of all projects across The PCE GROUP.
- Ensure that the department is adhering to all relevant Codes of Practice, Company and Industry standards.
- Maintain an awareness of existing and emerging technologies to ensure the PCE Group remain at the forefront of the industry.
- Identify and implement continuous improvements actions to internal working procedures.
- Lead the Software and Commissioning department through recruiting, selecting and training new staff; time and attendance monitoring and approval, carrying out regular performance reviews to include personal development plans and personal improvement plans.
- Proactively contribute to Senior Management and team meetings.

#### Registered Office:

PCE Automation Ltd, Ellough Road, Beccles, Suffolk, NR34 7TE, UK

VAT Registration No. GB 318 6588 67

Registered in England No: 3801408 EORI: GB 318 6588 67 000

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HR032 Role Specification v2.0

November 2021



## Requirements

The following list is an indication of the skills that the successful candidate will possess, in fulfilment of the position.

- Educated to degree or other higher qualification (i.e. HND) in an Electrical/Electronic or Software Engineering discipline.
- Excellent written and verbal communication skills
- Good interpersonal skills.
- Strong leadership and management skills.
- Strong numeracy and IT skills, with good knowledge of Microsoft Office packages.
- Ability to work well under pressure.
- Excellent organisation and problem-solving skills.
- Experience of cost and budget control would be an advantage

## How to apply

Applicants must apply in writing, submitting a covering letter and full CV to our HR Department.

HR Advisor Laura Head [l.head@pce-group.co.uk](mailto:l.head@pce-group.co.uk)

### Registered Office:

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