

# Job Description

<b>Job Title:</b>	<b>Project Scheduler</b>	<b>Job Holder:</b>	
<b>Division:</b>	Maritime Solutions	<b>Grade:</b>	SN
<b>Discipline Area:</b>	Project management	<b>Last Updated:</b>	28/5/24

**Job Purpose:**

SEA develop and support maritime products and systems, including sonar, communications and launcher systems for torpedoes and counter measures for Navies around the world.

A Project Scheduler undertakes project management activities, focusing on:

- planning,
- scheduling,
- monitoring and control of costs and schedule

for projects throughout the entire project lifecycle including preparing bids and post project support. The Project Controller may also act as an “Assistant Project Manager” working under a senior PM on more complex projects.

**Responsibilities:**

Primary Responsibilities:

- Review monthly Earned Value (EV) Control Account Manager (CAM) assessments and produce a report for each Control Account.
- Review subcontract integrated schedules to confirm alignment, and if not, identify impact upon the Master Schedule and issue schedule variance and risk reports as appropriate.
- Review and update monthly the Project Master Schedule in MS Project Online based upon the CAM EV monthly assessments for each Control Account.
- Support the monthly Project Manager review of EV performance by producing required monthly reports and attendance.
- Update the Financial (EVM) System with agreed monthly EV updates for each Control Account.
- Review EV metric reports for accuracy and consistency (CPR1 standard format).
- Support the CAMs production of Schedule and Cost Variance Reports (CPR5 standard format).
- Produce required EV schedule and cost trends analysis reports.

Secondary Responsibilities:

- Provide support to other projects as agreed and authorised.
- Liaison with the Customer and subcontractors/nominated third parties as required by contractual requirements.
- Provide advice on Project Management toolset development.

**Key Result Areas:**

The jobholder will be expected to:

- Achievement against business budgets and forecasts
- On time delivery, to required quality and within budget consistently employing effective risk control and opportunity exploitation
- Ensure a high degree of customer satisfaction.
- Operate in accordance with company processes and guidelines. Proactively champion and lead the way in continual improvement.
- Ensure the team are well administered and supported to have a high degree of satisfaction from working within the job holders' projects.
- Ensure stakeholder satisfaction through clear and honest communication provided in an appropriate and timely fashion.
- Actively driving for the highest level of personal development such as professional registration or actively working towards similar level qualifications.
- Understand and implement the company environmental, health & safety policy by accepting individual responsibility and responsibility for those personnel under their authority, including others who may be affected by the company's activities.
- Ensure personnel are aware of their responsibility towards H&S and are equipped accordingly.
- Always set a strong personal example regarding all health and safety matters.

**Values:**

- **Safety First** – We operate safely and responsibly, protecting each other and the environment.
- **One SEA Team** – We are in this together. One team, working ethically, respectfully & professionally. We take responsibility and challenge each other constructively
- **People Focussed** – We all contribute to making our culture one that is supportive and empowering; where everyone can grow and develop, feel valued and rewarded. We prioritise a healthy work-life balance
- **Delivery Excellence** – We exceed our commitments by delivering timely, quality outputs whether that's for each other or our clients and partners. We are always looking for ways to innovate and continuously improve
- **Trusted Partners** - We partner strategically, collaboratively and always with integrity, whether that is between us inside SEA or externally

**Experience and Qualifications:**

- 3 -5 years' experience working on medium sized projects.
- Association for Project Management (APM) or equivalent cost and schedule management qualifications.
- Proven use of Project Management cost and schedule management tools e.g. MS Project, P6, Cobra, PRISM, SAP (Project modules) , Acumen Fuze or equivalent.

Training: (if applicable)



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**Reporting Line**

The jobholder will report to the EWCM 1a Programme Manager

**Job Location**

The job will be located in the Barnstaple Office (negotiable but preferred 3 Days on Site 2 WFH)

**Job Holder Declaration:**

I accept the purpose and key result areas of my role with SEA are as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Line Manager Declaration:**

I confirm that the purpose and key result areas of this role are as outlined above have been agreed with me as line manager.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_