

# Job Description

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

**Job Purpose:**

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

A Project Manager undertakes project management activities for projects throughout the entire project lifecycle including preparing bids and post project support. The Project manager may also act as a Project Manager working under a senior PM or Programme Manager on more complex projects/programmes.

**Responsibilities:**

- Manage bids, projects, tasks and work packages taking responsibility for the outcomes, budget, quality and timescales.
- Planning and scheduling of projects
- Supporting the implementation of Earned Value Management and maintain the reporting throughout the project life cycle.
- Allocation and management of tasks with project delivery teams
- Regular meetings with project delivery teams to track progress. This may include meetings with customers and subcontractors who are part of the delivery team
- Generation of a monthly project pack including key metrics and information on project progress including financial status
- Identification, management and tracking of project risks and opportunities
- Keeping registers of Customer Furnished Equipment/Information and customer dependencies
- Ensuring that project documentation is correctly configuration controlled
- Ensuring that deliverable items are correctly issued to the customer on time
- Commit to personal continued professional and competence development.

**Key Result Areas:**

The jobholder will be expected to:

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- 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

Training: (if applicable)

**Reporting Line**

The jobholder will report to the EWCM 1a Programme Manager



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**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: \_\_\_\_\_