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| **Job Title:** | Senior Programme Manager | **Job Holder:** | TBC |
| **Division:** | Programmes | **Dept/Sector:** | Decoys |
| **Grade:** | PC/SPC | **Skill Group:** | Project Management |

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| **Job Purpose:** |
| The Decoys Business Area develops and deploys SEA’s decoy launching solutions for the Royal Navy and many other Navies worldwide. Long term contracts include design and development to continually evolve the core systems capabilities as well as coordination of supply chain and manufacturing, through to installation and system acceptance.  The Programme Manager will be responsible for bidding, mobilising and executing significant opportunities within the Decoys business area across a variety of large contracts and smaller, related projects.  The Programme Manager will play a key role in delivering the Decoys strategy, be a skilled influencer, able to develop business and maintain excellent customer relationships (both internal and external). They shall consistently deliver promised business results. |
| Key aspects of the role include:   * Manage product developments, these could be funded by customer programmes, projects, tasks and work packages or equally through private venture (PV) funding * Take responsibility for the outcomes, budget, quality and timescales of product releases * Act as the customer-facing project managers’ supplier and internal point of contact * Provide effective and wide-ranging leadership in project team(s) and beyond, engendering team spirit, developing teams and focusing effort on delivery of common goals * Leverage a deep understanding of SEA's business and technology to add value in how products are delivered through effective planning, risk and opportunity management and issue handling. * Operate in line with SEA's business management system and actively champion the improvement of working processes in line with industry best practice and cutting-edge developments. * Drive continual improvement within the product team, gathering lessons and reducing waste. * Commit to personal continued professional and competence development.   Travel may be required to visit other SEA sites as well as customer and supplier premises both in the UK and abroad. |
| The jobholder will be expected to:   * Achieve budgeted performance of their programmes and constituent projects, monitor progress against targets, providing detailed forecast updates, initiate actions to work within budgeted constraints and effectively manage all associated risks and opportunities * Manage stakeholders effectively, maintaining and developing cooperative and constructive relationships with project managers, customers, suppliers and SEA staff * Contribute and/or lead the development of business winning proposals for high value and complicated projects. * Deliver and plan product development and enhancement projects and programmes effectively and professionally in accordance with industry best practice and SEA’s management system * Be highly skilled in handling of issues, including leading the team in problem solving. * Achieve high levels of staff engagement and ensuring team members are aware of and understand their priorities, scope of work, acceptance criteria as well as the relation of their work to project strategy, aims, objectives and business case. * Enable the team to continually improve by removing impediments, capturing lessons and reviewing delivery outcomes. * Line Manage project team staff, as required, setting SMART objectives, monitoring performance * Develop personal competence and capability within the discipline of Project Management in accordance with the guidelines of the APM. |
| **Operational Standards and Objectives:** |
| * 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 – both internally and externally. * 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. |

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| **Experience and Qualifications:**   * Experience of managing complex product/systems developments through the full engineering lifecycle * Experience in Earned Value Management (EVM) * Experienced in risk and opportunity management * Expert in configuration management * An excellent communicator and able to demonstrate both effective change and conflict management with highly developed influencing skills * Proven in-depth knowledge and experience of all phases of a project from inception, planning and organisation, monitoring and control, closure in the military environment * Deep knowledge of the full range of project management competencies including financial management, risk and opportunity management and supplier and subcontractor project management * Hands-on experience of working with project management tools, such as Microsoft Project Online, risk registers, etc. including the ability to use advanced features when necessary |
| **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 |
| Reporting Line  The jobholder will report to the Head of Decoys |
| Job Location  The job will be located in either the Barnstaple or Bristol Office, with hybrid working patterns available. Typically 3 days in the office and 2 days working remotely (home or other site). |
| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |