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| Job Title: | Programme Manager | Job Holder: | TBC |
| Division: | Maritime Solutions | Dept/Sector: | Ship and Fleet Protection |
| Grade: | PC | Skill Group: | Project Management |

Job Purpose:

The Ship and Fleet Protection Business Area develops and deploys SEA's torpedo and 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.

A Programme Manager typically leads and manages collections of SEA's projects of highest risk and complexity throughout the entire project lifecycle including bids and post project support. A Programme Manager is able to derive wide value by leveraging commonality between different workstreams. A Programme Manager shall be a skilled influencer, able to develop business and maintain excellent customer relationships. They shall consistently deliver promised business results.

Key aspects of the role include:

- Manage bids, programmes, projects, tasks and work packages taking responsibility for the outcomes, budget, quality and timescales.
- Act as the customer, subcontractor and internal point of contact
- Provide effective and wide-ranging leadership in the project and beyond, engender team spirit, develop teams and focus effort on delivery on common goals
- Leverage a deep understanding of SEA's business and technology to add value in how projects 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 projects and work packages, gathering lessons and reducing waste.
- Commit to personal continued professional and competence development.

Travel may be required to 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 maintain or exceed budgeted revenue, gross margin and cash performance and effectively manage all associated risks and opportunities
- Manage stakeholders effectively, maintaining and developing cooperative and constructive relationships with customers, suppliers and SEA staff
- Proactively develop business opportunities in collaboration with the business development team. Confidently lead the development of business winning proposals for high value and complicated projects.
- Deliver and plan complex 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 staff, as required, setting SMART objectives, monitoring performance, developing personal development plans and conducting annual staff appraisals
- 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.
- 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.

Experience and Qualifications:

- Experience of managing firm price £1M+ complex systems contracts and programmes
- Expert in risk and opportunity 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 and earned value management, risk and opportunity management and supplier and subcontractor project management
- Extensive Knowledge and experience of different commercial arrangements including fixed price design and manufacture, availability-based service provision, build-to-print, time and materials contracts, etc.
- Hands-on experience of working with project management tools, such as Microsoft Project, risk registers, etc. including the ability to use advanced features when necessary
- Formal qualifications with the APM (to PMQ), professional registration or actively working towards similar level qualifications.

Reporting Line

The jobholder will report to the Head of Ship and Fleet Protection

Job Location

The job will be located in the Barnstaple Office, with hybrid working patterns available. Typically 3 days in the office and 2 days working remotely.