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| **Job Title:** | Project Scheduler | **Job Holder:** |  |
| **Division:** | Maritime Solutions | **Dept/Sector:** | PMO |
| **Grade:** | CC | **Skill Group:** | Project Management / PMO |

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| **Job Purpose:** |
| SEA is a market leading company delivering and supporting advanced solutions in both Maritime Defence and Intelligent Transport sectors.  In Defence, we provide state-of-the-art solutions for naval ship and fleet protection, submarine communications and undersea surveillance and communication systems and products. Our systems deliver rapid response to threat and system effectiveness and interoperation. Our systems support an ever-growing number of navies across the world.  Within Intelligent Transport, we supply high-integrity transport management software and systems, specifically developed for complex road and rail environments. Our multi-platform solutions enable and promote healthier, smarter cities while enhancing road and rail safety for all.  This role will support our business, implementing and overseeing project schedules. The role will require you to collaborate with Project and Programme Managers to set tasks and monitoring the execution of project timelines. You will also be required to prepare project progress and performance evaluation reports to ensure we are delivering our projects to the highest standards.  Although initially assigned to support projects within the Maritime Solutions Division, the job holder may be required to support the other Divisions, also. |
| **Primary Responsibilities**   * Collaborate with project managers to define tasks, timelines, and resource requirements, supporting activity estimating where required. * Create detailed Microsoft Project schedules, including integrating plans to create master schedules. * Input into the development of Performance Measurement Baselines (PMB) at bid stage and supporting any subsequent project re-baselining during delivery. * Complete critical path and schedule risk analysis using tools such as Acumen Fuse, considering the DCMA 14-point check list * Track project progress and update schedules as needed. * Keep stakeholders informed of project progress and deadlines. * Work with Heads of Disciplines to correctly allocate resource, and materials. * Identify Risks, Opportunities, Assumptions, and Dependencies within schedules and support the development of mitigation strategies and risk forecasting. * Ensure schedules align and meet the project scope and objectives. * Create progress reports using Earned Value Management techniques and evaluate project performance.   Travel may be required to other SEA sites as well as customer and supplier premises both in the UK and abroad. |
| **Skills/APM Competency Expectations**   1. Scheduling: ‘Expert Level’ 2. Planning: ‘Expert Level’ 3. Budgeting & Control: ‘Proficient Level’ 4. Resource Management: ‘Proficient Level’ 5. Risk, Opportunity, and Issue Management: ‘Proficient Level’ 6. Change Control: ‘Proficient Level’ 7. Stakeholder Management: ‘Proficient Level’ |
| **Experience Required**   * Significant project scheduling experience working across multiple, complex, projects concurrently. * A technical background, ideally working in an engineering design and development environment. * APM PMQ qualification, or equivalent. |
| Reporting Line  The jobholder will report to the Head of PMO. |
| Job Location  The job will be located in Barnstaple, 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |