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| **Job Title:** | Project Manager | **Job Holder:** |  |
| **Division:** | Canada | **Dept/Sector:** | Canada |
| **Grade:** | SC  (up to $120k CAD) | **Skill Group:** | Project Management/PMO |

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| **Job Purpose:** |
| The Project Manager will be responsible for the management and delivery of the Project Implementation (PI) Phase of the Canadian Surface Combatant Torpedo Launcher System (CSC TLS) project. The cost reimbursable and long-term nature of this work requires effective planning, attention to detail, the ability to establish strong customer relationships and a high level of commercial awareness.  The PI Project Manager will also provide contract management support to the CSC TLS Program Manager by processing change requests and ensuring we maintain a clear and accurate understanding of our obligations.  The Project Manager shall be a skilled influencer, able to maintain excellent customer relationships and consistently deliver promised business results. |
| Key aspects of the role include:   * Manage assigned projects, bids, tasks and work packages, taking responsibility for the delivery of outcomes within budget, quality and time constraints. * Provide effective leadership of assigned projects, engendering team spirit and focussing effort on delivery of common goals. * Review and interpret contractual terms/agreements, liaising with the Contracts function to identify and mitigate the contractual & compliance risks ensure contract flowdown. * Ensure all parties adhere to the terms and conditions of the TLS CSC contract. * Operate in line with SEA's business management system and actively champion 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 Canada and abroad. |
| The jobholder will be expected to:   * Plan and deliver assigned projects effectively and professionally in accordance with industry best practice and SEA’s management system. * Achieve budgeted performance of their projects, monitor progress against targets, provide detailed forecast updates, initiate actions to deliver 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 to and/or lead the development of business winning proposals. * Be highly skilled in handling of issues, including leading the team in problem solving. * Provide support and advice to Bid teams. * Liaise and engage with Quality management in the resolution of quality issues. * Review, improve, develop and implement business improvements and processes to project management processes in conjunction with relevant business areas. |
| **Operational Standards and Objectives:** |
| * Achieve business budgets and forecasts. * Deliver on time, 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 stakeholder satisfaction through clear and honest communication provided in an appropriate and timely fashion. * Actively drive for the highest level of personal development such as professional registration or actively work towards similar level qualifications. |
| **Experience and Qualifications:**   * A hands-on professional with extensive experience of delivering contracted outcomes within the Canadian Defence Industry. * Knowledge and experience in the management of cost reimbursable projects. * Knowledge and experience in the application of Government of Canada contracting rules and contract management within the Canadian defence industry. * An astute analytical ability to identify risks and opportunities, and an ability to devise a flexible range of mitigations * An excellent communicator and able to demonstrate both effective change and conflict management with highly developed influencing skills. * Excellent relationship management skills. * Strong interpersonal skills and ability to engage with key stakeholders. * Must have or be able to secure Canadian security clearance. |
| Reporting Line  The jobholder will report to the General Manager, SEA Canada |
| Job Location  The job will be located in at the Ottawa site in Canada, with hybrid working patterns available. Typically 3 days in the office and 2 days working remotely from home. |
| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |