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| **Job Title:** | Project Manager | **Job Holder:** | TBC |
| **Division:** | Complex Systems | **Dept/Sector:** | Integrated Maritime Systems  *(UK Submarine Comms)* |
| **Grade:** | SC | **Skill Group:** | Project Management |

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| **Job Purpose:** |
| The Integrated Maritime Systems (IMS) business area develops and deploys communication and mission systems for Navies worldwide. Long term contracts include design, development and upgrade of core systems on both surface and sub-surface platforms, including the coordination of supply chain and manufacturing, through to installation and system acceptance.  A Project Manager undertakes project management activities for projects across the project lifecycle including preparing bids and post project support. The Project Manager may also provide project and bid support on more complex projects, working alongside a Senior Project manager or Programme Manager.  A Project Manager could lead a small team of Engineers and will be accountable for their delivery and performance as well as providing support to their development. |
| **Primary Responsibilities:**   1. **Leadership & Governance**    * Manage projects, tasks and work packages, taking accountability for the outcomes and ensuring on-time, on-cost, on-quality delivery.    * Establish a structured project governance framework aligned with industry best practices.    * Define and maintain an effective business rhythm to drive project execution. 2. **Project Planning & Execution**    * Develop and manage a realistic, optimised project schedule (within Microsoft project) with clear milestones.    * Ensure cost, schedule, and performance targets are met through structured controls. 3. **Risk, Compliance & Quality**    * Embed risk and opportunity management to proactively mitigate project threats.    * Ensure compliance with industry and company quality standards. 4. **Financial & Performance Management**    * Monitor and control budgets, forecasts, and financial performance against baselines.    * Track and report on key project metrics monthly to drive accountability and informed decision-making. 5. **Stakeholder & Customer Engagement**    * Foster transparent communication and strong relationships with customers and stakeholders.    * Conduct regular engagement and governance reviews to align expectations and commitments. 6. **Team Leadership & Development**    * Lead high-performing, cross-functional teams, providing clear direction and support.    * Promote a culture of continuous improvement and execution excellence.    * Capture and integrate lessons learned to enhance future project outcomes. 7. **Health, Safety & Professional Growth**    * Enforce health, safety, and environmental policies to ensure a safe work environment.    * Commit to ongoing professional and team development to maintain high standards.   Travel may be required to visit other SEA sites as well as customer and supplier premises both in the UK and abroad. |
| **Skills/APM Competency Expectations:**   1. Scheduling: ‘Competent Level’ 2. Risk, Opportunity, and Issue Management: ‘Competent Level’ 3. Integrated Planning: ‘Competent Level’ 4. Budgeting & Control: ‘Competent Level’ 5. Resource Management: ‘Competent Level’ 6. Stakeholder Management: ‘Competent Level’ |
| **Experience and Qualifications:**   * Proven project management experience delivering design & development projects through all phases of the engineering lifecycle * Exceptional communication skills and the ability to balance competing priorities. * Strong problem-solving abilities, with a proactive approach to achieving results. * APM PMQ qualification, or equivalent. |
| Reporting Line:  The jobholder will report to a Senior Project Manager within UK Submarine Communications Business Area |
| Job Location:  The job will be located in the Beckington/Bristol Office, with hybrid working patterns available. Typically, 3 days in the office and 2 days working remotely (home or another 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |