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| **Job Title:** | Project Manager | **Job Holder:** | TBC |
| **Division:** | Maritime Solutions | **Dept/Sector:** | Ship and Fleet Protection (Torpedo’s) |
| **Grade:** | SC | **Skill Group:** | Project Management |

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| **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.  Recent contract awards have led us to focus more on common product offerings and fewer bespoke/contract-specific products.  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 complex projects. |
| Key aspects of the role include:   * Manage projects, tasks and work packages, taking responsibility for the outcomes, budget, quality and timescales. * Lead business to business bids within the IMS In-Service Team including regular communication with primary customers (internal and external) * Planning and scheduling of projects. * Allocation and management of tasks with project delivery teams. * Regular meetings with project delivery teams to track progress. This may include meetings with customers and subcontractors who are part of the delivery team. * Generation of a monthly project pack including key metrics and information on project progress including financial status. * Identification, management and tracking of project risks and opportunities. * Maintaining registers of Customer Furnished Equipment/Information and customer dependencies. * Ensuring that project documentation is correctly configuration controlled. * Ensuring that deliverable items are correctly issued to the customer on time. * 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:   * 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. * Understand and implement the company environmental, health & safety policy by accepting individual responsibility and responsibility for those personnel under their authority, including others who may be affected by the company’s activities. * Ensure personnel are aware of their responsibility towards H&S and are equipped accordingly. * Always set a strong personal example regarding all health and safety matters. * Develop personal competence and capability within the discipline of Project Management in accordance with the guidelines of the APM. |
| **Experience and Qualifications:**   * Experience of managing product development through the engineering lifecycle * Experienced in risk and opportunity management * Experienced in configuration management * An excellent communicator and able to demonstrate both effective change and conflict management with highly developed influencing skills * Proven knowledge and experience of all phases of a project from inception, planning and organisation, monitoring and control, closure in the military environment * 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, risk registers, etc. including the ability to use advanced features when necessary |
| Reporting Line  The jobholder will report to the Head of Torpedo’s |
| 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 (home or other site). |