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| **Job Title:** | Project Administrator | **Job Holder:** | TBC |
| **Division:** | Maritime Solutions | **Dept/Sector:** | Torpedo’s(Ship and Fleet Protection) |
| **Grade:** | SG2 | **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.A Project Administrator typically assists the project management team with the various routine tasks required to keep a project in order. They typically work under the supervision of one or more members of the project management team and ensure the project data and information is maintained according to the project processes throughout the project lifecycle. |
| **Primary Responsibilities:*** Ensuring that project documentation is correctly configuration controlled and formatted
* Ensuring project deliverable items are correctly issued to the customer on time
* Capturing and issuing meeting minutes
* Generation of purchase orders for equipment and subcontracts
* Reviewing project costs and variances
* Supporting Schedule resource loading
* 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. |
| **APM Competency Skills:**1. Stakeholder Engagement & Communication Management: ‘Practised Level’
2. Ethics, Compliance and Professionalism: ‘Practised Level’
3. Risk, Opportunity, and Issue Management: ‘Practised Level’
4. Resource Management: ‘Practised Level’
5. Budgeting & Cost Control: ‘Aware Level’

While these skills align with APM competency framework and are desirable, we will work with the jobholder to support gaining of these skills with training and/or coaching. |
| **Experience and Qualifications:*** Excellent communication skills and the ability to balance competing priorities.
* Strong problem-solving abilities, with a proactive approach to achieving results.
* Highly organised and a self-starter
* Intermediate Microsoft Office skills
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| All employees may be required to carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed and are required to act in a manner that is wholly supportive of our values of:PARTNERS - We deliver on our promises;EMPLOYEES - We develop, recognise. reward and empower our people;ONE TEAM - We work together, openly, honestly, respectfully and in a professional manner;EXCELLENCE - We strive to continually improve;**SAFETY** - We protect our people, our partners and our environment. |
| Reporting Line:The jobholder will report to a Senior Project Manager or Programme Manager within the Torpedo’s Business Area |
| Job Location:The job will be located at the Barnstaple 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |