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| **Job Title:** | Senior Project Manager | **Job Holder:** |  |
| **Division:** | Canada | **Dept/Sector:** | Canada |
| **Grade:** | PC  (up to $130k CAD) | **Skill Group:** | Project Management / PMO |

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| **Job Purpose:** |
| The Senior Project Manager will manage the design, development, delivery and support of SEA’s products in Canada. They are a key member of the SEA Canada team, working closely with customers and product teams in the UK to deliver and support highly engineered naval systems and build our Canadian business.  The Senior Project Manager will be responsible for leading and managing projects of highest risk and complexity throughout the entire project lifecycle.  The Senior Project Manager will support bidding, mobilizing and executing significant opportunities across a variety of large contracts and smaller, related projects.  The Senior Project Manager shall be a skilled influencer, able to develop business and maintain excellent customer relationships, both internal and external, and consistently deliver promised business results. |
| Key aspects of the role include:   * Manage projects, bids, programs, tasks and work packages, taking responsibility for the outcomes, budget, quality and timescales. * Act as the customer, subcontractor and internal point of contact for assigned projects . * Provide effective and wide-ranging leadership in the project and beyond, engender team spirit, develop teams and focus effort on delivery of common goals. * Leverage a deep understanding of SEA's business and technology to add value in how projects are delivered through effective planning, risk and opportunity management and issue handling. * Operate in line with SEA's business management system and actively champion the 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:   * Achieve budgeted performance of their projects, monitor progress against targets, provide detailed forecast updates, initiate actions to work within budgeted constraints 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 for high value and complicated projects. * Deliver and plan product development and enhancement projects and programs effectively and professionally in accordance with industry best practice and SEA’s management system. * Be highly skilled in handling of issues, including leading the team in problem solving. * Achieve high levels of staff engagement and ensure team members are aware of and understand their priorities, scope of work, acceptance criteria as well as the relation of their work to project strategy, aims, objectives and business case. * Enable the team to continually improve by removing impediments, capturing lessons and reviewing delivery outcomes. * Line manage project team staff, as required, setting SMART objectives, monitoring performance * Develop personal competence and capability within the discipline of Project Management in accordance with the guidelines of the PMI. |
| **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 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 drive for the highest level of personal development such as professional registration or actively work towards similar level qualifications. |

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| **Experience and Qualifications:**   * Experience of managing complex product/systems developments through the full engineering lifecycle within the Canadian defence environment. * Experience in Earned Value Management (EVM). * Expert in the configuration management of project documentation. * An excellent communicator and able to demonstrate both effective change and conflict management with highly developed influencing skills * Proven in-depth knowledge and experience of all phases of a project from inception, planning and organisation, monitoring and control, closure in the military environment * Deep 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 Online, including the ability to use advanced features when necessary * Qualified to degree level and holds a relevant professional management qualification from a recognised body. * Project Management Professional Certification would be an asset. * 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 (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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |