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| **Job Title:** | Project Manager | **Job Holder:** | TBC |
| **Division:** | Programmes | **Dept/Sector:** | Undersea Products |
| **Grade:** | CC | **Skill Group:** | Project Management |

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| **Job Purpose:**  |
| The Undersea Product team design, develops and delivers sonar solutions for Naval customers worldwide. This includes product lines as well as bespoke development. Work the team undertakes includes the design, development, and delivery of individual acoustic sensors, through to sonar products such as underwater telecommunications systems, echo sounders, thin line arrays and complete ASW systems. 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. |
| **Primary Responsibilities*** Manage projects, tasks and work packages, taking responsibility for the outcomes, budget, quality and timescales.
* Detailed 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.
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| **Skills/APM Competency Expectations**1. Budgeting & Control: ‘Competent Level’
2. Scheduling: ‘Competent Level’
3. Integrated Planning: ‘Competent Level’
4. Resource Management: ‘Competent Level’
5. Risk, Opportunity, and Issue Management: ‘Competent Level’
6. Stakeholder Management: ‘Competent Level’
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| **Experience and Qualifications:*** 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
* APM PMQ qualification, or equivalent.
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| **Values:*** **Safety First –** We operate safely and responsibly, protecting each other and the environment.
* **One SEA Team –** We are in this together. One team, working ethically, respectfully & professionally. We take responsibility and challenge each other constructively
* **People Focussed –** We all contribute to making our culture one that is supportive and empowering; where everyone can grow and develop, feel valued and rewarded. We prioritise a healthy work-life balance
* **Delivery Excellence –** We exceed our commitments by delivering timely, quality outputs whether that’s for each other or our clients and partners. We are always looking for ways to innovate and continuously improve
* **Trusted Partners -** We partner strategically, collaboratively and always with integrity, whether that is between us inside SEA or externally
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| Reporting LineThe jobholder will report to a Programme Manager or Senior Project Manager |
| Job LocationThe job will be located in either the Barnstaple Office, 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |