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| **Title** | **Senior Project Manager**  |
| **Band** | **Management** |
| **Grade** | **M2 – Manager** |
| Job Family | PRMUM2 |
| Reporting To | PMO |
| Location | Castleham Hastings.  |

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| **Position Objective** |
| General Dynamics Mission Systems-UK is recruiting a Project Manager.General Dynamics UK is a world-leader in the integration of cutting-edge defence and security systems, delivering decisive advantage to military, government and civil customers worldwide. Our employee culture is one that thrives on innovation, embraces teamwork and collaboration and possesses a strong will to succeed. The pioneering technologies and the quality of our people give us our competitive edge. The successful candidate will be:• A competent senior project manager working within the avionics team to manage all aspects of assigned Project(s) to achieve schedule milestones and cost targets, meeting performance targets for technical compliance and quality standards, while ensuring customer satisfaction• Part of a project management development programme closely aligned to the Association of Project Management’s (APM) ‘Five Dimensions of Project Management’ (covering project management knowledge, competence, qualifications, continuing professional development and professional accountability) to ensure career development to meet the project management needs of the Electronic Systems business unit and GDMS-UK |

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| **Generic Level Description** |
| General | Translates and communicates company strategy into operational goals. Concern is with executing on goals within own area or department/s. |
| Time Span of Discretion | Months to two years. Average time of key initiatives - the greater the time span of discretion the higher the level of work. Higher level managers may have tasks that are shorter in the time span of discretion, however it is highly unusual for the opposite to occur - if it does the position needs to be evaluated. |
| Scope | * Provides project/process expertise and/or manages the coordination of the activities of a section or department typically through subordinate supervisors/team leads and/or managers.
* Receives assignments in the form of objectives and determines how to use resources to meet schedules and goals.
* Provides guidance to subordinates within the latitude of established company policies. Recommends changes to policies and establishes procedures that affect immediate organization(s).
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| Complexity of Goals | While less complex goals are found in all levels, more complex goals should be apparent in the more senior positions. Existence of very complex goals at less senior levels may highlight an issue in delegation or job design. |
| Job Complexity | Works on issues of diverse scope where analysis of situation or data requires evaluation of a variety of factors, including an understanding of current business trends. Follows processes and operational policies in selecting methods and techniques for obtaining solutions. |
| Overarching Accountabilities | * Accountable for their own, and the outputs of others, for sustaining a team capable of producing those outputs and for giving effective leadership to that team. Adds value to the work of direct reports. Determines, schedules and measures the outputs of direct reports. To accomplish this successfully all levels of managers must have the following minimum authority:
1. Veto of new appointments
2. Decision on types of work assignments - how to distribute work
3. Decision on performance appraisal - only the direct manager must evaluate/judge - peer reviews should establish the basic criteria and ensure consistency of appraisal within departments/functions and provide inputs - yet ultimately the manager is accountable for the appraisal decision.
4. Decision on terminations - within due process.
	* Responsible for staffing, performance management and staff development. Ensuring clear succession management plan is in place and constantly maintained.
	* Builds/initiates environments that support cooperation and cohesiveness among the work team(s) and with other areas within the organization.
	* Promotes/initiates an environment that values willingness to implement new approaches to problem resolution.
	* Leverages organizational knowledge by looking for, and tapping resources and team problem solving. Seeks to explore options, challenge status quo and establish greater clarity.
	* Maintaining and managing budgets and required financial reporting.
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| Major Accountabilities | * Provides direction to subordinates based on organizational goals and company policy.
* Acts as an advisor to subordinate supervisors/managers or staff members to meet schedules or resolve technical or operational problems.
* Develops, plans and coordinates resources to meet operational objectives within own area.
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| Business Acumen | Anticipates and interprets client needs to identify solutions. Interprets business issues and adapts work priorities in own area. Understands ways in which the section, department and/or project/processes relate to and impact as a whole. Demonstrates thorough knowledge of operations and strategies. Seeks information regarding trends affecting section or department and industry. |
| Problem Solving | Foresees and solves problems where there is little precedent to guide the solutions. Serves as role model for calculated risk taking. Resolves problems through immediate actions or short-term planning and sets priorities to ensure tasks completion. |
| Discretion | Decisions or failure to achieve results will add to costs and may impact the short-term goals of the organization. |
| Technical and/or Functional Expertise | Breadth of technical/functional expertise is limited to one discipline/area - applies extensive knowledge of technical concepts and theories used by supervisory, professional, lead or project staff. May be acquiring knowledge of other related disciplines/areas and growing business knowledge. |
| Interaction | Frequently interacts with subordinate supervisors, customers, partners, and/or functional peer group managers, normally involving matters between functional areas, other company divisions or units, or customers and the company. Often must lead a cooperative effort among members of a project team. |
| Supervision | Manages, perhaps through subordinate supervisors and/or team leads, the coordination of the activities of a section or department with responsibility for results, including costs, methods and staffing. In some instances this manager may be responsible for a functional area and not have any subordinate employees. |
| Guidance | Receives assignments in objective-oriented terms. Work is reviewed in terms of meeting the organization’s objectives and schedules |
| Approval Required | VP/VP HR |

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| **Discipline Description** |
| Responsibilities Include | **Projects Execution*** Manage and execute projects from Bid Phase, Production, Support Including Spares and Repairs and Disposal).
* Accountability for projects performance (schedule, milestones and financial metrics).
* Prepare and implement project work schedules and project planning, liaising with specialist areas across the organisational matrix.
* Ensure the requirements of the contract are flowed down to the project team with clearly defined tasking.
* Monitor, review and prioritise work schedules with the team and review project resources. Provide advice and work with the team to resolve matters relating to costs, work schedules and technical issues as required.
* Prepare monthly financial and progress reports and present to the senior management team.
* Proactively manage and mitigate project risks.
* Manage sub-contractors and work partners to ensure the contract requirements are achieved.
* Provide exception reporting to the senior management as required and refer key issues for advice and approval.
* Provide accurate forecasts covering project financial information, resource requirements and follow on business opportunities.

**Customer Liaison*** Provide the primary point-of-contact for the customer. Communicate and liaise to keep them informed of work progress to schedule, and discuss issues arising.
* Ensure customer satisfaction is maintained at all times.
* Manage customer expectations in line with company priorities and capabilities.

**Generate Follow On Business*** Identify and pursue follow on business opportunities for all company product areas.

**Bid Management*** For both follow-on and new business opportunities participate in pre-bid / bid stage discussions. Act as the Bid Manager to manage and co-ordinate the generation of cost estimates and proposal material. Organise and execute the key bid reviews.

**Quantitative Data*** Achievement of project financial targets (Bookings, Billings/Cash, EBIT).
* Achievement of project deliverables in line with the Contract Statement of Work (SOW).
* Achievement of company On Time Acceptable Delivery (OTAD) targets.
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| **Knowledge, Skills & Abilities** |
| Required Skills & Abilities | * Excellent communication skills.
* Good level of interpersonal skills, negotiation, commercial / technical astuteness and judgement.
* Strong team leadership.
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| **Education & Experience** |
| Required Education & Experience | * 3-5 years of defence industry Programme/ Senior Project Management experience.
* Demonstrable experience of production and in-service support is required.
* Knowledge of production/manufacturing practices and procedures desirable
* Higher qualification / background in relevant field.
* Achievement of the APMP qualification.
* Understand of In-service Support Strategy desirable
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