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| **Title** | **Project Manager** |
| **Band** | **Management**  |
| **Grade** | **M1** |
| Job Family |  PMO  |
| 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. A competent 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 |

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| **Generic Level Description** |
| Scope | Provides direction to employees according to established policies and management guidance. Receives assignments in the form of objectives with goals and the process by which to meet goals. Administers company policies that directly affect subordinate employees. Recommends changes to unit or sub-unit policies. |
| Job Complexity  | Works on issues where analysis of situation or data requires review of relevant factors. Exercises judgment within defined procedures and policies to determine appropriate action. |
| Overarching Accountabilities | Overarching accountabilities are evident in this level of management, however as the first level of management decision making latitude is narrower and there is a greater focus on tactical execution. May have direct responsibility for staffing, performance management, staff development and managing budgets.  |
| Major Accountabilities | Provides support to management on day-to-day operations of function or department. Typically assists with scheduling of tasks, ensuring adherence to schedule and providing hands-on coaching to more junior staff. Likely to have 50% or more of their responsibilities related to actual task completion. |
| Business Acumen | Demonstrable experience working with strategic suppliers across all phases of the product lifecycle. |
| Problem Solving | Solves day-to-day operational problems that have limited impact to area of responsibility. Knows when to escalate issue to next level. |
| Discretion | Decisions or failure to achieve results will cause delays in daily and monthly (more short term) schedules. |
| Technical and/or Functional Expertise | Strong technical/functional expertise in one discipline. Limited hands-on knowledge of management and business practice. May have sound knowledge of theories through educational base. |
| Interaction | Interacts with staff and functional peer groups. Interaction normally requires the ability to gain cooperation of others, conducting presentations of technical information concerning specific projects or schedules. |
| Supervision | Provides direct supervision to professional and/or skilled, employees (i.e., technicians, designers, support personnel). Acts as advisor to unit or subunits and may become actively involved, as required, to meet schedules and resolve problems. |
| Guidance  | Receives assignments in small packets with detailed instruction as to process and timing. |
| Physical Effort | Little chance of injury. Little physical effort required. |
| Working Conditions | Standard office environment with little physical effort required. May be required to travel for extended periods of time and/or have overnight trips. Significant additional hours during peak and difficult business circumstances may be expected. |

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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.
* 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 | * Experience in the Project Management including management of work, cost, schedule and performance elements of a program.
* Strong team leadership.
* Excellent communication skills.
* Good level of interpersonal skills, negotiation, commercial / technical astuteness and judgement.
* Understanding of managing projects, ensuring good governance of technical, team and financial aspects of project delivery.
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| **Education & Experience** |
| Required Education & Experience | Achievement of the APMP qualification.Knowledge of Engineering, production and manufacturing practices and procedures desirableProven experience in high technology, high regulatory environment. |