



Job Title: Project Manager and Project Planner– DN Sector

Location:

Job Type: Permanent

Working hours: 36 Hours per week (*Fully Flexible Working Week and Hybrid working options available*)

Benefits: Vitality Medical, Company Pension, Tusker Car Scheme & Cycle 2 work scheme and more.

About Us

The Manufacturing Technology Centre (MTC) is an internationally renowned and respected research and development organisation, bridging the gap between academia and manufacturing, and is home to some of the brightest minds in engineering from around the globe.

The MTC's engineers, scientists and technicians work with some of the most advanced manufacturing equipment in the world in a supportive and collegiate environment for the development and demonstration of new technologies on an industrial scale, helping manufacturers of all sizes develop new and innovative processes and technologies.

Established to prove cutting edge manufacturing advances in an agile environment in partnership with industry, academia and other institutions, the MTC works with hundreds of industrial clients across a range of sectors including automotive, aerospace, rail, informatics, food and drink, infrastructure, construction and civil engineering, electronics, oil and gas and defence. The MTC helps businesses thrive by advancing their technological and engineering capabilities to improve their business efficiency, capability and competitiveness.

Supported by one of the largest public sector investments in UK Manufacturing, the MTC's engineering capabilities cover research and development, advanced manufacturing management, factory design and training for the skills of the future.

The MTC has world-class facilities in Coventry, Liverpool and Oxford, and is part of the UK's High Value Manufacturing Catapult, supported by Innovate UK.

The role

This role is within the programme management function as a full time Project Manager with a specialism in Project Planning to support large programmes across a number of projects, technologies and activities in support of MTC clients within the defence

sector. Duties are expected to be split across both project management and project planning aspects of the role as required.

To qualify for this role, the Project Manager must be either a current holder of UKSV clearance or be willing to attain this.

Main Responsibilities:

As a Project manager you will:

- Lead and manage the successful delivery of a number of projects working across various MTC Technology Themes for major MTC clients.
- Ensure the customer and all stakeholders needs are clearly captured, understood, and effectively built into the project scope, and all aspects of project delivery.
- Liaise with resource owners / team leaders to ensure effective use of resources in delivering project quality, cost & delivery within project scope.
- Manage any changes to project scope via the recognised “Change Request” process.
- Define, measure and report regular updates of project performance to the client, senior management and key stakeholders.
- Work closely with technical leads.
- Act as champion for project management processes, tools & techniques.
- Contribute to continuous improvement activities relates to PM tools and processes.
- Offer clear and concise communication given in a timely manner to key stakeholders, ensuring they are briefed on any mission critical issues and remedial plans are fully agreed.

As a Project Planning specialist you will:

- Developing and managing schedules ensuring its quality (logic, clarity) and accuracy (update of dates, progress, and scope definition).
- Collaborating with the responsible project manager allocated to the project as well as with the execution functions (engineering, procurement, workshop/operations, etc) to ensure the full project scope and requirements are captured and baselined within the programme.
- Supporting project management to provide them visibility and support on:
 - Look ahead of tasks to be performed in the upcoming 2 – 6 week event horizon.
 - Identification of risks in the schedule along with mitigation actions.
 - Opportunities in the schedule.
 - Schedule scenario assessments.
- Developing and providing relevant reports to project management to ensure the Project Manager has all the tools required to make the right decisions and drive on-time and on-budget project execution.
- Interact with the customer (internal as well as potentially external) to provide updates on schedule and explain the current situation, challenges and opportunities.
- Ensuring that the contract programme is produced, maintained submitted in accordance with contractual requirements.
- An ability to travel to site as determined by project requirements.

- Experience across all stages of the project life cycle in medium to large sized projects.
- Development and implementation of planning processes, policies, and procedures.

Person Specification

Essential Skills/Qualifications/Experience

- Knowledge and experience of project management processes & reporting techniques.
- Experience of delivering complex projects.
- Significant experience in a busy projects environment.
- Significant understanding of APM PM competencies.
- Demonstrable knowledge of PMP and PMO.
- Experience and a working understanding of delivering projects in an engineering/professional services environment.
- An experienced MS Office user.
- Experienced with Microsoft Project including cost and resource loading, plus resource levelling techniques.
- An articulate and effective communicator able to interact with stakeholders at all levels of the business.
- A natural investigatory nature with strong analytical skills.
- Results driven self-starter with a positive CAN-DO approach focusing on solutions rather than problems.
- Ability to remain calm, positive and constructive under pressure.

Desirable Skills/Qualifications/Experience

- Knowledge and experience of EVM reporting throughout the lifecycle of the project.
- Knowledge of NEC4, standard form of contract.
- Current or previous holder of national security clearance.
- To view situations from a commercial perspective and be operating at a level where commercially focused decisions are made.
- Experience of managing innovation in the content of the projects as well as delivery mechanisms.
- Ability to identify opportunities for maintaining and updating performance standards.
- Association of Project Management (APM) qualification (or willingness to work towards achieving this accredited qualification).
- Willingness to contribute to continuous improvement activities related to PM tools and processes.
- Embraces personal and professional development.

Interview Process

Once you submit your application, this will be passed on to our Talent Acquisition team for review. If you are successfully shortlisted, the next steps will be a 2-stage interview process.

Reference and Security Checks

Due to the nature of our business, all employment is subject to satisfactory references being obtained alongside a level of security clearance checks.