



RECRUITMENT

REFERENCE NUMBER:	SRPRMA1017
JOB TITLE:	Senior Programme Manager
LOCATION:	Denham, Middlesex

Martin-Baker is the world's leading manufacturer of ejection seats and related equipment.

It is the only company that can offer a fully integrated escape system that satisfies the very latest in pilot operational capability and safety standards. Martin-Baker offers a complete 'end-to-end service', from helping the customer to establish operational safety and escape requirements, including design, development and qualification, to on-going support throughout the entire service life of the aircraft.

DEPARTMENT NAME:	Programmes
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JOB DESCRIPTION

A vacancy has arisen for a Senior Programme Manager working in the Programmes department at the Denham site. The role holder is responsible for managing a number of projects, by providing the technical point of contact with the customer and coordinating MBA's internal resources to deliver customer requirements.

AREAS OF RESPONSIBILITY:

- Provide management and oversight of a number of programmes and smaller projects, including:
 - Define the project objectives, determine communication to internal resources and allocate tasks.
 - Identify requirements for company resources.
 - Provide forecasting and assist in prioritising deliveries for seat production.
 - Prepare proposals, conduct and assist in contract negotiations.
 - Provide technical guidance and oversight to other disciplines within the project, including customers and suppliers.
 - Coordinate meetings and reviews, at MBA and off-site locations.
 - Ensure product and programme adherence to legal and contractual obligations.
 - Support MBA global business - production, development opportunities and exhibitions.
- Data transfer - provide and maintain the customer interface throughout the formal design review process and / or informal reviews, whilst incorporating a focus on internal customer/supplier relationships.
- Hardware and assets – definition and management of programme hardware and assets and associated cost. Control of customer furnished equipment.
- Project deliverables - manage internal and external relationships to ensure project deliverables are achieved i.e. project planning and control, (capture, collect and track costs, raise invoice instructions etc.)
- Point of contact - provide the primary point of contact and liaison with the customer throughout the project life-cycle.

- Proposal - prepare / create the technical proposal definition, including necessary documents such as SOW. Collation of all labour hours, hardware requirements and project cost data.
- Programme Team – task coordination across the multi-disciplined Programme team matrix as Subject Matter Expert (SME) within specific context of the Programme.
- Schedule management - manage the programme schedule internally; plan and organise what is required and when, acting as the customer interface.

EDUCATION & QUALIFICATIONS:

- Degree in Mechanical or Aeronautical Engineering or equivalent.

SPECIFIC / TECHNICAL SKILL

- Relationship building/interpersonal skill-set.
- Thorough communication written, oral and presentation skills – presentation design and delivery forms a significant part of the job holder’s remit.
- Thorough planning, organising and administration/project management skill; proficient in MS Office (Excel and Project) and SAP.
- Highly honed IT and data analysis skills (i.e. turning raw data into ‘sound’/robust information).

PERSON SPECIFICATION:

- Attention to Detail – thorough, accurate and concern for all the areas involved.
- Drive to achieve results - sets own standards, checks own work, and demonstrates a positive approach.
- Judgement and decision making - evaluates key decision making criteria.
- Planning and organising - organises work of self and others.
- Analysis and problem solving - sees range of options, deciphers and reacts positively.
- Working collaboratively - actively contributes to achieve organisational objectives.
- Professional/Technical Expertise - uses technical and professional knowledge, skills and judgment effectively.
- Initiative - acts on various methods and strategies for solving problems and meeting objectives before being asked or required to do so.
- Valuing Diversity - creates an atmosphere of valuing and accepting others.
- Change - responds positively to change.
- Continuous Improvement Orientation - looks for incremental improvements in work processes and results.
- Innovation & creativity - generates concepts, and valuable ideas, uses the information / data to develop new or improved processes, methods, systems, services or products.

KNOWLEDGE & EXPERIENCE

The ideal candidate will have:

- Broad project management experience underpinned by a thorough knowledge and understanding of engineering disciplines (design/test/manufacturing).
- Experience of presentation design, development and delivery including customer facing.
- Some experience of multi-faceted, externally facing negotiations.
- Some experience in risk management techniques and their application.

For all successful candidates, Martin-Baker will undertake background security checks. As part of this, we will need to confirm your identity, employment history and address history to cover the past five years as well as your nationality, immigration status and criminal record. For positions that require Security Clearance, the successful candidate must hold or be willing to obtain security clearance up to the relevant level for the role.

TO APPLY:	recruitment@martin-baker.co.uk Quoting the REFERENCE NUMBER ABOVE and Salary Expectations
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