



RECRUITMENT

REFERENCE NUMBER:	YIIAPM1220
JOB TITLE:	Assistant Programme Manager (Year In Industry)
LOCATION:	Denham, Middlesex
<p>Martin-Baker is the world's leading manufacturer of ejection seats and related equipment.</p> <p>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.</p>	
DEPARTMENT NAME:	Programmes
JOB DESCRIPTION	
<p>The role holder should be a student who is looking for a twelve-month placement within our Programmes Department. You will work with a team of Programme Managers predominantly on development programmes and providing support to our customers for ejection and / or crashworthy seats. The Programmes Department is responsible for ensuring that all elements of our projects are delivered in accordance with requirements of internal and external stakeholders.</p> <p>The position will require you to undertake a wide variety of project tasks including some or all of the following:</p> <ul style="list-style-type: none">- Project planning (e.g. use of MS Project and other similar systems)- Coordination of meetings, recording actions and monitoring completion- Responding to stakeholder queries on products- Producing, reviewing, tracking and reporting status of document deliverables- Monitoring and reporting status of production of parts to support project activities- Managing project hardware internally and dispatch of items externally- Assist in the efficient day to day functioning of the Programme Management Department <p>You will gain hands-on experience on practical projects, you will receive on the job training and gain significant exposure to other departments.</p> <p>You will work alongside experts who can help you to obtain a wide understanding of our business.</p> <p>SECONDARY ACTIVITIES / TASKS</p> <ul style="list-style-type: none">- To undertake any other duties and responsibilities as required / instructed in order to maintain and / or improve the efficiency, quality and service provided by the Programmes Department.	

EDUCATION & QUALIFICATIONS:

- You must be working towards a good degree (1st or Upper 2nd Class Honours) in an appropriate engineering based subject (e.g. general engineering, aeronautical or aerospace engineering, systems engineering, physics, mathematics, etc.).

SPECIFIC / TECHNICAL SKILLS:

- Communication skills: able to communicate verbally, in presentation format and in writing
- A sound grasp of scientific/engineering theory balanced with a practical approach to engineering problems
- Good Excel, Word and Powerpoint skills, MS Project also preferred

PERSON SPECIFICATION:

- Attention to detail – thorough, accurate and concern for all the areas involved
- Driven to achieve results – checks own work, and demonstrates a positive approach
- Judgement and decision making – evaluates decisions
- Self-starter
- Planning and organizing – able to look ahead to the next task
- Team player – with the ability to work independently
- Customer focus – understanding a customer’s needs and expectations
- Enthusiastic and well-motivated to learn new skills
- Adaptable to a variety of tasks

KNOWLEDGE & EXPERIENCE

The ideal applicant will have:

- Some experience of project planning, both theoretical and practical
- Some work experience in an engineering company

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.

BENEFITS

Salary circa £18,500 pa

Pension Scheme

25 Days annual leave

Healthcare scheme

Opportunity to work alongside experts who can help you to obtain a wide understanding of an engineering business

We offer you the chance to develop new skills and gain a strong industry experience

TO APPLY:

Complete an application form found at <http://martin-baker.com/careers/year-in-industry/> and return to recruitment@martin-baker.co.uk quoting the REFERENCE NUMBER ABOVE