

**Job Title:** Project Manager  
**Grade:** Associate  
**Reports to:** Head of Programmes

**Main job description (key areas of responsibility):**

- Reporting to the Head of Programmes, the Project Manager will be responsible for the successful execution and delivery of multiple projects assigned to them. Projects range in size from fast paced Research projects to larger Development and System Integration projects. Success in this role will be measured against an agreed set of Metrics including aspects such as On Time Delivery, Budget Control, Revenue targets and customer satisfaction leading to repeat orders.
- The Project Manager will support bids and proposal activities through the management of the process to ensure on time submission of quality proposals are achieved. The Project Manager will also provide Project Management input in support of the technical write up for bids and proposals.
- The Project Manager will also be required to support the Head of Programmes and other business functions with process initiatives and continuous improvement projects.

**Main tasks of job:**

- Accountable for the delivery of assigned Projects, both internally funded and customer funded.
- Responsibility for supply chain activities on assigned projects, including delivery, relationship management, supplier PoC and negotiations.
- Bids and proposals management, including budget management, resource planning, process management, bid writing and bid delivery.
- Customer point of contact for assigned projects.
- Supporting the Head of Programmes and functional leads to introduce new process, tools and Standard Operating Procedures (SOPs). This will include the introduction and management of Key Performance Indicators (KPIs) and Metrics on projects.
- Function and team leadership, mentoring and Programme Management training of project leads across the business.
- Resource management, including planning, resource allocation and resource conflict management.
- Project planning including scheduling for all projects.
- Risk Management for assigned projects.
- Budget management for assigned projects.

**Essential skills and experience**

- Project lead experience, able to demonstrate successful project leadership through knowledge and experience.
- Bids and Proposal experience, able to demonstrate an experience and knowledge of bids and proposal delivery via a structured approach.
- Experience and knowledge of Project Controls used to monitor and manage the performance of projects through the use of project based KPIs and Metrics.
- The ability to successfully manage resources and lead multi discipline teams to meet and exceed against project objectives and deliverables.
- Ability to construct and maintain project schedules of varying levels of detail. Experience of using Microsoft Project.
- Ability and knowledge of how to produce and review project documentation such as a Programme Management Plan, Statement of Work and Work Breakdown Structure.
- Experience of working with suppliers and subcontractors.
- Knowledge of risk Management processes and tools.
- Experience of working with external customers and relationship management.
- Experience and knowledge of management project budgets.

**Desired skills and experience**

- Technical/engineering understanding
- Agile & Scrum experience

**Minimum qualification** (if applicable)

- A Bachelors degree
- An industry recognised Project Management Qualification (e.g. APM or Prince)

The successful candidate will be required to be security cleared to SC

**Company Description**

Blue Bear is the leading proven supplier of innovative research and product based solutions in the field of unmanned flight, avionics, and sensor payloads. We evolve unmanned concepts, regardless of size, at a pace unmatched by other organisations and deliver complete commercial results. We deliver efficient solutions and professional services in support of military and civil markets worldwide, with unmatched pace, agility, passion and innovation.

Our track record in innovative research and flight test 'firsts' has won us several awards and a prime position in the domain of UAV development in the UK and Europe.

Our mission at Blue Bear is to be Pioneers in Autonomy and Unmanned Systems. We are renowned for innovation and strong collaboration with Primes, SMEs and academia. As an agile SME, rapid technology integration and maturation of 'best of breed' UK technology is a mantra within the company. Over the last year, rapid read across all of our Unmanned Air Systems solutions to the Maritime and Energy domains with our Partners, are testament to this key principle.

**Employee Benefits**

Benefits include 25 days holiday plus 8 UK bank holidays, 37 hour working week, a Work Place Pension Plan, Employee Assistance Programme, Bike to Work & Childcare Voucher Schemes.