

# Job Specification

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## Software Project Manager

<b>Responsible to:</b>	<b>Head of Software Engineering</b>
<b>Grade of post:</b>	Senior/Principal (depending on experience)
<b>Salary:</b>	To be agreed
<b>Hours of work:</b>	37 hours per week
<b>Work location:</b>	Oakley, Bedford, Hybrid Working available

### Role Purpose:

Blue Bear is a leading autonomy and unmanned systems company. We are continuously innovating within the core area of Unmanned Aerial Systems (UAS/UAV) such as autopilots, mission systems and ground control stations. We are searching for engineers and project managers to assist in the development and management of the next generation of our swarming UAV technology, including both onboard and deskside.

Due to continued growth, the Software team is now looking for a full-time Software Project Manager to help coordinate project management disciplines across our numerous projects. We value the ability to communicate and interact with the senior management team and the software engineering team. As we are a growing organisation, we also welcome individuals who can support the development of improvements to our ways of working specially to help us scale-up capability.

This role will be heavily involved in product development and will suit both experienced Software Project Managers and Senior developers who have led software projects.

### Key Responsibilities

- Primarily, your role will be to deliver customer and company objectives by managing projects as part of the Software Team.
- Demonstrate capability to track budget, deliverables and resourcing across a portfolio of software projects.
- Support the Blue Bear Systems Research bidding process by generating high level estimates, timelines, risks and assumptions as well as other inputs.
- Perform budgeting, planning, scheduling, and financial management of concurrent, multiple Software Projects
- Adhere to the Blue Bear Systems Research quality management system for software projects.
- Manage the resources required for projects and follow-through with actual cost (capital or expense) and labour (time tracking).
- Define and document improved and novel processes to help support our growth and adherence to internal and external quality standards
- Coordinate cross-functional meetings with various functional areas to meet overall stakeholder expectations and company's objectives.

**Essential skills:**

- Experience of Project Management and leadership of Software Projects across a range of sizes, durations and domains.
- Manage the full software engineering life cycle including requirements gathering, creation of project plans and schedules, and obtaining and managing resources.
- Facilitate project execution, deployment and closure.
- Excellent knowledge of different delivery methodologies such as Waterfall/ Agile/ iterative and knowledge of how to apply them effectively.
- Able to engage and influence a wide range of stakeholders, including customers, directors, other project managers and the development teams
- Knowledge of embedded and system software development, this may be from working in industries such as Defence, Automotive, Aerospace or Railways.
- Able to work across multiple projects, concurrently and as required.
- Knowledge of Quality Assurance processes for software such as DO178C
- Maintain detailed project documentation including meeting minutes and action items with key team members.
- Process work flows and possess excellent communication skills to summarise project status and discuss critical issues/milestones.

**Other useful skills for this role:**

- APM/PMI certified
- Familiar with multiple project estimation techniques
- Experience as Product Owner, SCRUM Master or similar roles – Certifications welcome.
- Use of planning and task tracking tools such as JIRA
- Familiar with agile project management, including SCRUM, Kanban or SAFe
- Software development experience
- Knowledge of Quality assurance processes for software such as DO-178C
- Existing or eligible for SC Clearance

**Other Duties and Responsibilities**

- To undertake such other duties and responsibilities as may be reasonably required within the grade and level of the post.
- To actively participate in Blue Bear's Performance Management Scheme.
- You will be expected to perform different tasks as necessitated by your evolving role within the company and the overall business objectives of the company.
- Some travel within the UK may be required.

**What's in it for you**

- Work in a small, friendly company on the cutting edge of swarm autonomy.
- See your work in action flying on our own fleet of custom-built UAVs
- Hybrid working available
- Employee Benefits
- Competitive Salary

## **Equality and Diversity**

We are committed to the promotion of equality of opportunity in all of our activities and to encouraging access to our organisation from all groups irrespective of the equality strands. We are working to create an environment in which cultural diversity and individual difference are positively valued in an atmosphere free from harassment and discrimination. We take our legal and moral obligations with respect to equal opportunities seriously and welcome dialogue with individuals on ways in which our equal opportunities policies and practice can be enhanced.

## **Health and Safety**

The organisation together with the assistance of all employees are fully committed to developing a positive safety culture.

We encourage and support employees becoming involved in and participating in health, safety and welfare matters. Our goal is to motivate and empower all employees to work safely and protect their long-term health, not simply to avoid accidents.

## PERSON SPECIFICATION

<b>Education/Qualifications</b>	<b>S/L</b>	<b>I</b>	<b>A</b>
<i>Desirable:</i>			
<ul style="list-style-type: none"> <li>Degree in Software Engineering or SMET discipline (e.g. Maths or Physics) with a demonstrable aptitude for Software Engineering</li> </ul>	<b>X</b>		
<b>Knowledge and Experience</b>			
<i>Essential:</i>			
<ul style="list-style-type: none"> <li>Experience in working across numerous projects as a Software Project Manager</li> </ul>	<b>X</b>	<b>X</b>	<b>X</b>
<ul style="list-style-type: none"> <li>Knowledge of Complete Software Development Lifecycle</li> </ul>		<b>X</b>	
<ul style="list-style-type: none"> <li>Agile planning and Project Management (SCRUM, Kanban) using e.g. JIRA</li> </ul>	<b>X</b>	<b>X</b>	
<i>Desirable</i>		<b>X</b>	
<ul style="list-style-type: none"> <li>APM/PMI certified</li> </ul>			
<ul style="list-style-type: none"> <li>Project Estimation Methodologies</li> </ul>		<b>X</b>	
<ul style="list-style-type: none"> <li>Experience as Product Owner, SCRUM Master</li> </ul>		<b>X</b>	
<ul style="list-style-type: none"> <li>Software development experience (C, C++ or Java preferred)</li> </ul>		<b>X</b>	
<ul style="list-style-type: none"> <li>Knowledge of Quality assurance processes for software such as DO178C or IEC61508.</li> </ul>		<b>X</b>	
<ul style="list-style-type: none"> <li>Bachelor's Degree in engineering or related discipline such as Computer Science</li> </ul>		<b>X</b>	
<b>Personal/Behavioral Attributes</b>			
<i>Essential:</i>			
<ul style="list-style-type: none"> <li>Ability to work to tight deadlines</li> </ul>		<b>X</b>	
<ul style="list-style-type: none"> <li>Creative and innovative thinker and planner</li> </ul>		<b>X</b>	
<ul style="list-style-type: none"> <li>Excellent problem-solving skills</li> </ul>		<b>X</b>	
<ul style="list-style-type: none"> <li>Team player and possible leader</li> </ul>		<b>X</b>	
<ul style="list-style-type: none"> <li>Good analytical and communication skills</li> </ul>		<b>X</b>	
<ul style="list-style-type: none"> <li>Passion for innovation</li> </ul>		<b>X</b>	
<ul style="list-style-type: none"> <li>Ability to be adaptable and flexible</li> </ul>		<b>X</b>	
<ul style="list-style-type: none"> <li>Excellent writing and speaking skills</li> </ul>		<b>X</b>	
<b>Other Requirements</b>			
<b>Subject to</b> security vetting to a minimum BPSS level (further security vetting based on position)	<b>X</b>		

**S/L = Short Listing      I= Interview      A=Assessment**