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Job Opportunity

Senior Project Controller

Purpose of job	To play an integral role in the ATLAS ELEKTRONIK UK Project Control Office, providing support to the Project Management community
Reporting relationships	Head of PCO
Staff responsibility	None
Budget responsibility	None
Location	Dorset Innovation Park, Winfrith
Employment status	Permanent, full time (37 hours/ week)

Knowledge, skills and personal qualities required

The Senior Project Controller role;

- A proven track record at planning & providing project control to high value, complex engineering projects which include the full project lifecycle.
- A strong individual who will ensure that best planning & project control practice is always adhered to.
- A sound understanding of the Project Management lifecycle and reporting tools / principles.
- A sound understanding of Earned Value Management principles with practical application
- An appreciation of the Commercial and Financial aspects within the project environment.
- The ability to challenge project managers and contribute to process and reporting improvements.
- Experience of an ERP system, in particular experience of Microsoft Dynamics AX within a project environment.
- Knowledge of Risk standards, specifically Management of Risk (MOR).
- Specific subject matter expertise for an assigned Project Control discipline such as Risk Management, Business Intelligence Reporting and EPM/PWA
- Experience of an ERP system, in particular experience of Microsoft Dynamics AX within a project environment.
- Advanced Microsoft office, Excel, and Microsoft Project skills.
- APM PMQ Qualification or equivalent (e.g. Prince II)

Key responsibilities

Responsibilities include, but not limited to:

- Creation and maintenance of Microsoft Project plans for up to Category A to B opportunity and delivery projects (Contract value £10m+, Medium to High complexity), working with the project teams to ensure estimates and forecasts are correct and published frequently.
- Scheduling of all project activities to produce a fully costed and resource loaded integrated project plan with a critical path, update as required, and report potential problems/problem areas to the Project Manager/Work Package Manager for action.
- Maintenance of a project baseline and change control log in order to report on cost and schedule variances to the Project Manager on a monthly basis, with suggestions for corrective actions.

- Support to the Project Manager in:
  - Monitoring and tracking of project budget, providing a full forecast for all phases of the project and ensuring variances can be justified.
  - Risk, Issues, and Opportunities management by ensuring the various registers are reviewed and updated frequently with the project teams.
  - To perform schedule risk analysis on projects and project opportunities as and when required
  - Creation and maintenance of Earned Value Management data set and reporting requirements to the project and business. To provide EV analysis to the project manager to support decision making and variance analysis.
  - Support to the generation of the Business level reporting and Business Intelligence (BI) data in support of the project and divisional level reviews and attend where necessary.
  - Support the project on divisional and business level reviews, to present data / findings on the schedule, including cost & schedule variance and resource analysis, to support decision making.
- Support to the work package manager: reviewing and where necessary raising change requests; performing scenario analysis in the schedule; and implementing changes.
- Review and maintenance of the project resource profile to ensure accurate cost and revenue profiles provided to the business.
- Challenging project forecasts, inconsistencies and or unrealistic schedules to ensure upmost accuracy in terms of milestone reporting.
- Delivery of Project Control training to new and existing Project Controllers and Project Managers for their assigned project control speciality
- Supporting the Principal Project Controller in maintaining the processes and training for their assigned project control speciality

Behavioural requirements

- Highly motivated, enthusiastic and project delivery focused.
- Ability to work unsupervised, under own initiative, with the drive to influence and improve project reporting and performance.
- Prepared to multi-task and work flexibly to achieve deadlines.
- Ability to interpret technical, engineering and operational issues and relate these back to delivery implications.
- Ability to challenge forecasts, identify, and highlight conflicts of data.
- Ability to work in teams (both functional and cross functional) and to develop an empathy with colleagues, understanding their roles and priorities.
- A positive can-do attitude.

More information

The successful candidate must be able to achieve full SC (Security Clearance).

How to apply

Please forward your CV and a covering letter explaining why you are suitable for the post to Recruitment@uk.atlas-elektronik.com by the closing date and state the job title in the subject line.

Due to the nature of our work and the projects you will be working on, all candidates must be eligible to gain security clearance. ATLAS ELEKTRONIK UK Ltd is an Equal Opportunities employer and welcomes applications for all posts from suitably qualified people regardless of age, disability, ethnicity, gender, marital status, sexual orientation, religion or belief.

Only successful applicants will be contacted.

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