

Aspire Defence Limited Job Description

Job Title: Systems Project Manager
Division: Aspire Defence Limited (ADL)
Location: Tidworth (SP9 7QD)
Reports to: Strategic Asset Manager, ADL

Key Purpose of Role:

- Provide project management support to the Operations Team, specifically Life Cycle and Change;
- Lead the project management activities for the replacement of ADL's Asset Management System (AMS) by June 2025;
- Establish governance and approvals process for ADL around new internally developed Change Portal which extends across the organisational boundary with ADL's sub-contractor.

Key Responsibilities:

- Successful delivery of the replacement AMS (already identified as Brightly: Confirm & Predictor) by Q2 2025, within the project budget and to the quality required;
- Establish strong working relationship with Estates Business Analyst who will be the main technical resource for the AMS and the Change Portal;
- Develop, implement and maintain suitable project governance;
- Together with the Estates Business Analyst define the work to be accomplished for the AMS and Change Portal projects;
- Establish priorities within the project and report against these at regular Steering Group meetings;
- Work to understand ADL's strategic objectives and workflow to ensure projects support and align with these;
- Ensure appropriate and sufficient resource is in place to achieve project deliverables;
- Provide guidance and direction to the project team to meet stakeholder expectations and to achieve project cost, programme and technical goals;
- Conduct timely and productive review meetings with project team, and sub-teams;
- Develop and monitor the project programme to ensure key milestones are established and achieved;
- Identify, manage, and appropriately escalate project changes, risks, opportunities and issues to the Steering Group;
- Develop appropriate mitigation plans for identified risks;
- Communicate with vendors to manage the process around licences, variations, fixes and performance against contract deliverables in terms of cost, time and quality. Ensure contractual agreements are updated accordingly;
- Communicate with KBR/Aspire Defence Services IT support to ensure the appropriate environment is in place to facilitate the new AMS;
- Provide some assistance to CEO, if required, to engage consultants to conduct Cyber Security Risk audit for ADL.

Qualifications:

Essential

- Relevant degree in Computer Science, Business, Information Technology or similar;
- Appropriate qualification in Project Management e.g. PRINCE2 or APM.

Personal Competencies:

- Strong leadership acumen with the ability to influence project teams without authority to keep projects on time and on budget;
- Flexible, structured approach and energetic self-starter;
- Tenacity in keeping the goal in mind and delivering desired outcomes.

Skills & Experience:

Essential:

- Excellent communication skills, both written and oral are imperative:
 - Steering Group reports
 - Performance dashboards
 - Project programmes/Gantt charts
 - Budget monitoring in Excel format
 - Risk matrix
- Must have experience of successful systems implementations;
- Ability to analyse risk and determine appropriate course of action to mitigate/eliminate;
- Demonstrative competence in managing resources to meet project goals.

Preferable:

- An understanding of varying project methodologies;
- Experience of working in a facilities management, estates management or construction environment.

Package:

Competitive

Fixed Term Contract: 12 months with completion bonus