

Project Specialist: Sr. Project Specialist

Oversees and manages the operational aspects of ongoing projects and serves as liaison between project management and planning, project team and line management. Reviews status of projects and budgets; manages schedules and prepares status reports. Assesses project issues and develops resolutions to meet productivity, quality and program manager goals and objectives. Develops mechanisms for monitoring project progress and for intervention and problem solving with program managers and line managers.

Knowledge

Contributes to the development of new concepts, techniques and standards. Considered an expert in the field within the organization. Strong knowledge of Six Sigma value base tools (Black or Green Belt), strong people management, negotiation and presentation skills. Significant experience leading teams, improving capabilities and redesigning processes.

Problem Solving

Develops solutions to complex problems which require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.

Program Complexity

Emerging developing engineering programs of major complex total systems, resulting in new products, programs and business opportunities. Requires developing and managing program plans of newly developed advanced concepts, theories and products.

Discretion/Latitude

Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment. Assignments are received in objective-oriented terms. Provides guidance to subordinates and/or team members based on organizational goals and company policy. Work is reviewed in terms of meeting the organization's objectives and schedules. Responsible for all projects assigned to the organizational unit. Acts as an advisor to subordinate supervisors or staff members to meet schedules or resolve technical or operational problems. Directly participates in establishing and administering many centralized functional projects. Develops and administers budgets, schedules and performance standards.

Impact

Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources. Exerts influence in the development of overall objectives and long-range goals of the organization. Is accountable for managing cost, schedule and quality as related to functions within the Operations organization. Erroneous decisions or recommendations would normally result in critical delays and modifications to projects or operations; cause substantial expenditure of additional time, human resources and funds and jeopardize future business activity.

Liaison

Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans and objectives. Manages large project teams to ensure program and contractual requirements are achieved. Frequent contacts with internal personnel such as, Project Engineers, Engineering and with equivalent level managers and customer representatives concerning projects, operational decisions, scheduling requirements or contractual clarifications. Conducts briefings and technical meetings for internal management and external representatives.

Work Products (Examples may include but are not limited to)

Responsible for managing all aspects of highly complex program(s) as the primary authority for the Operations organization. This includes being accountable for cost, schedule and quality as related to functions within the Operations organization. Responsible for the day-to-day tactical duties for a highly complex program or group of programs. Accountable to oversee results of multi-functional project teams. Monitor project to ensure work, scope, schedule and budget are well defined and maintained. Drive project performance from initiation through delivery, interfacing with customer on technical matters and to solicit cooperation and resolve problems. Identifies and prioritizes project needs, recruits appropriate resources and assigns individual responsibilities. Develops schedules to ensure timely completion and final delivery of a solution to meet the previously identified project needs. Creates, maintains and refines detailed project plans, including work breakdown structures, tracks project schedules and technical performance. Assists with resource allocation, shape priorities, coordinate interaction with the customer and users to keep the project team focused on the necessary goals. May test, revise and/or correct errors in programs and/or systems. Provides input on production of a product, as it relates to the ease of manufacturing. Develops and implements recovery plans for off-schedule and unanticipated events.

Minimum Education and Experience

10+ years of technical experience to include 8 years Project Management experience in a government contracting environment with a Bachelor of Science with an emphasis in Business, Engineering, Science or a related field, or equivalent applicable work experience. Significant demonstrable experience leading teams to the resolution of ambiguities and development of accomplishable plans to solve the problem. Significant experience implementing or improving measurement capability and managing multiple development groups. Demonstrated experience redesigning processes to achieve greater productivity, decision-making or enhanced customer service. Advanced MS Project, MS Word, PowerPoint and Excel skills.