

**INTERNAL VACANCY**  
**Project Controller**

<b>Title</b>	<b>Project Controller</b>	<b>Reporting to</b>	<b>Project Manager</b>
<b>Department</b>	<b>Operations</b>	<b>Location based</b>	<b>Llangeinor</b>
<b>Role summary</b>	<ul style="list-style-type: none"> <li>• The Project Controller (PC) is responsible for working within all stages of project management. The primary role is to work closely with one or more project managers to ensure that all budgeting, scheduling and coordination processes run smoothly.</li> <li>• The PC will monitor the progress of projects to ensure that they are working within the confines of set deadlines and budget limitations and generate progress reports to managers.</li> <li>• The PC will make suggestions for improvements to project operations as needed in order to improve on time delivery, reduce cost or improve quality.</li> </ul>		
<b>Primary responsibilities</b>	<ul style="list-style-type: none"> <li>• <b>Monitor Project Activities</b> - Continually monitor and evaluate each step of a project to ensure that it is meeting budgetary and deadline goals. Report to project managers to discuss the progress of each project and talk about resourcing needs, schedule changes, project scope adjustments and more.</li> <li>• <b>Oversee Project Budgeting and Scheduling</b> – The two main areas of focus are budgeting and scheduling. It is up to the PC to assist in setting a project budget and to be involved in assembling a project’s team and setting task schedules.</li> <li>• <b>Generate Project Reports</b> – The PC is responsible for creating and maintaining reports addressing all aspects of project development and completion. The PC will present the details of these reports during group or one-on-one meetings with senior managers.</li> <li>• <b>Suggest and Manage Changes in Project Processes, procedures and tools</b> – Recognise areas within the project that need improvement in order to maintain efficiency and cost control. The PC will present their ideas to project managers and assumes the responsibility of implementing and managing these changes in the project management cycle.</li> <li>• <b>Bid Preparation</b> – Support the preparation of customer bids and proposals</li> <li>• <b>Project Administration</b> – Facilitate and minute progress meetings, maintain action logs, store and maintain project documentation.</li> </ul>		
<b>Critical skills required for role</b>	<ul style="list-style-type: none"> <li>• Strong analytical, problem-solving, organizational and written/oral communication skills</li> <li>• Detail-oriented</li> <li>• Consistent ability to meet deadlines</li> <li>• Ability to work independently as needed</li> <li>• Computer, interpersonal and customer service skills (including MS Office)</li> <li>• Ability to multi-task</li> <li>• Ability to work with a diverse group of customers, suppliers, managers, subcontractors, consultants and other professionals.</li> <li>• Ability to evaluate step-by-step project management processes</li> <li>• Ability to oversee project team members (as required)</li> <li>• Creating and adjusting project budgets</li> <li>• Forecasting project goals and completion</li> <li>• Developing project scheduling, budgeting and progress reports</li> <li>• Ability to extract, analyse and present data from various electronic systems</li> <li>• An understanding of working within or alongside project teams</li> </ul>		

<b>Required qualifications / experience to demonstrate competence in role</b>	<ul style="list-style-type: none"><li>• GCSE English and Maths Grade C or above and/or equivalent suitable PMO qualification</li><li>• Typically 3+ years experience in a related defence/technology company or in a project environment</li><li>• Understanding of dealing with UK MoD</li><li>• Able to regularly and reliably make deadlines and achieve delivery targets</li><li>• A willingness to learn and adapt</li></ul>
<b>Physical / safety considerations</b>	<ul style="list-style-type: none"><li>• <i>Valid Passport</i></li><li>• <i>UK Driving Licence</i></li><li>• <i>Hold or be able to hold SC clearance</i></li></ul>