

<b>Subcontracts Managers / Equipment Supply Managers, - job ref, JT/275</b>	
<b>Responsibilities</b>	To project manage critical subcontracts from the bid phase through to delivery
<b>Key Tasks</b>	<ul style="list-style-type: none"> <li>• To manage subcontract(s) within a project from contract start through to delivery.</li> <li>• To be responsible for the contractual documentation within the established procedures &amp; processes developed within SSTL.</li> <li>• To be responsible for all aspects of the subcontract project management within the established procedures &amp; processes developed within SSTL.</li> <li>• The development of both long and short term business relationships with key suppliers to ensure reliable sources of supply.</li> <li>• To negotiate with the subcontractor / supplier throughout project lifecycle.</li> <li>• To continually assess subcontractor performance.</li> <li>• To track actions, progress (milestone / schedule analysis) etc.</li> <li>• To perform risk analysis of subcontractor delivery (compliance to requirements).</li> <li>• To develop risk mitigation plans in conjunction with the subcontractor / supplier and the SSTL project team.</li> <li>• To effectively communicate the status and performance of the subcontractor / supplier both to the subcontractor and to the integrated SSTL project team.</li> </ul>
<b>PERSON SPECIFICATION</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree level or equivalent</li> <li>• MCIPS qualification or studying towards MCIPS would be beneficial but not essential</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience in subcontract / project management, ideally in a satellite or engineering/aerospace industry.</li> <li>• Good experience of implementing contracts.</li> <li>• Experience of facilitating solutions with customers/suppliers</li> <li>• Experience of carrying out supplier selection processes</li> <li>• Experience of working in multi-disciplinary engineering environment</li> <li>• Familiarity with work package systems and matrix management structure preferable.</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Excellent inter-personal skills; able to influence, persuade and negotiate with all levels of people effectively.</li> <li>• Understand contracts and product assurance plans.</li> <li>• Ability to cope under pressure and ensure deadlines are met.</li> <li>• Strong attention to detail.</li> <li>• Good organisation skills.</li> <li>• Good presentation and customer facing skills.</li> <li>• Highly results orientated; strong drive to deliver.</li> <li>• Proficient in all MS Office packages and knowledge of Microsoft Project.</li> <li>• Flexibility to travel as occasionally required.</li> </ul>
<b>Location</b>	<ul style="list-style-type: none"> <li>• Guildford, Surrey</li> </ul>