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| Job title | : Trainee Programme Manager | Location | : St Asaph |
| Department | : Programme Management | Reports to | : Head of Programmes |
| Remuneration | : £26,131-£27,778 | Hours of Work | : 36 hours per week |
| Closing date for applications | : 11 th May 2018 | Type of Contract | : Permanent |

Qioptiq have an excellent opportunity for an ambitious professional to join our company as a Trainee Programme Manager.

Qioptiq are world-leaders in the field of photonics with the products and solutions we create being found on some of the world's most advanced vehicles and equipment: in air, sea, land and space covering both civilian and military markets.

Our Programme Managers are responsible for guiding work through every function in the business – from bid through to delivery. As such, outstanding interpersonal skills and the ability to build working-relationships at all levels are essential to the role.

This role will include a personalised development plan, the duration and content of which will be tailored to suit the successful candidate. As such we are able to consider candidates of all levels of experience - from recent-graduate, through to experienced project professionals looking to take the next step in their career.

Upon completion of the development plan, as Programme Manager, the successful candidate will assume responsibility for multiple projects and/or programmes within the business.

So, what will the role entail?

- During your development period you will have exposure to our products and to the various steps involved in their design and manufacture. You will agree a personal development plan with the Programme Director which will include internal training and accredited external PM-training courses.
- As Programme Manager you will assume responsibility for the delivery of products and services to time, cost and specification expectations. The number of projects or programmes you manage and their complexity will grow in line with your development plan.
- Time: you will define, sequence and estimate activities and from this, build a schedule (typically Gantt chart-format in MS Project). Management of this schedule and of the resources it requires is essential to allow accurate forecasting to our internal and external customers.
- Cost: you will manage costs against budget and monitor commercial performance. Using your project data and our MRP system you will collate and present the financial position of your work streams on a regular basis using MS Excel.
- Spec: Working with our engineering, operations and quality teams you will ensure that the products we manufacture meet the exceptionally-high standards our internal and external customers have grown to expect.
- Risk management: 'Risk' is better thought of as 'uncertainty' – things that might happen. Management of risk through mitigation of impact and/or probability is a key aspect to the role. Risk registers and risk management plans are vital tools and you will be trained in their use.
- Reporting: you will be asked to regularly present progress and performance on your projects to the QUK leadership team and to representatives of your customers.

What will I need to be considered for this vacancy?

- You will be an enthusiastic candidate willing to learn about the business, its products, processes and markets.
- You will have a good standard of education with experience of study beyond secondary-school (e.g. degree, HNC or HND).
- You will be familiar with the responsibilities of, and tools used by, a project/programme manager in an engineering or manufacturing environment. This may be gained through personal research in advance of interview or may be evidenced through experience in a similar role (Project Engineer, Project Co-ordinator, Project Manager or similar).
- You will be open to further study and training in project and programme management and will assume responsibility for achieving the goals agreed in your personal development plan.
- You will have excellent communication and presentation skills and will be sufficiently confident to represent the project/programme to senior internal and external stakeholders.
- While a technical or scientific background is not a prerequisite for the role, you will need to be able to hold a technically credible dialog with engineering and production teams on a daily basis. As such, a genuine interest in our products and an appreciation of the design/manufacturing processes involved in their production is essential.
- You will have excellent IT skills – with a strong knowledge of MS office (Excel, PowerPoint and Word).

What will I receive in return?

In addition to a competitive starting salary and our generous company benefits (see below) you will have the rare opportunity to follow a structured-development path leading to the role of Programme Manager.

You will gain Association for Project Management (APM) qualifications and if you choose to join APM or another professional PM-organisation, your membership fees will be supported by the company.

Your development plan will include key objectives, completion of which will allow you to move to the next salary band.

You will have the chance to work in the picturesque area of St. Asaph in North Wales. The site is also commutable from larger towns such as Chester, Wrexham and Bangor.

Benefits include: 25 days annual leave plus bank holidays, free car parking, stakeholder pension scheme (with company contribution), life assurance at x8 salary, bonus plan (profit share), annual performance review plans and on site occupational health support.

Employees can also take advantage of our subsidised canteen, ride to work cycle scheme, healthcare memberships and Cotswold discount to name a few.

How to apply:

Please ensure you complete a “Qioptiq Limited Application for Employment Form” in full. This form can be downloaded from the careers section of the Qioptiq website: www.qioptiq.com/careers.

You are also expected to support the application form with a cover letter and CV. Applications may be returned via email to Lucy.Morrell@UK.qioptiq.com, or by post to Lucy Morrell, Human Resources Department, Qioptiq Ltd., Glascoed Road, St. Asaph, Denbighshire, LL17 0LL, UK.

Application forms must be *received* by Qioptiq Limited by the specified vacancy closing date.