



PROTECTION IS EVERYTHING

POSITION: Project Data Manager
BASED AT: Rustington, West Sussex
REF NO: 164

Closing date for applications: 12 April 2019

Jankel Armouring Limited is a great place to work. The Company is evolving and growing in response to unprecedented success in supplying mission-critical vehicles, survivability systems and services to clients across the world, including Departments of Defence, Government Organisations, Non-Government Organisations and Original Equipment Manufacturers. Following the win of several major programs, we are now looking to strengthen our existing Product Development Team.

So where do you fit in?

The Project Data Manager will be responsible for maintaining project specific data, integrity and creating a robust reporting structure in line with tools and methodologies adopted by Jankel for the successful delivery of our products. The Project Data Manager will also be responsible for providing cross functional project data cross Jankel's project teams as well as ensuring projects are progressed on time and within budget.

A self-motivated, flexible and competent Project Data Manager will thrive in this role. The Project Data Manager will work very closely with all departments to ensure data integrity and authenticity. The role has been created to increase capability within the business and requires someone who is capable of putting their stamp on their area of responsibility as well as the business by way of influencing a positive, productive and enjoyable culture.

Specific responsibilities include:

- Creation and maintenance of project data analytics.
- Management data reporting and key performance metrics to ensure project deliverables are achieved on time, to specification and within mandated budget.
- Supporting Project progress reporting to senior management team.
- Reporting at weekly project reviews the data metrics against a master production schedule.
- Reporting at project gateways the data metrics specific to project deliverables.
- Management of data integrity and authenticity: BoM cost, BoM completion %, PBS/ETRS validity, Resources (budget/actual/variance) EAC vs Budget.
- Identification of risk and early mitigation using data analytics.
- Advising and assisting on best practices for business improvement using data analytics.

Let's talk about you!

We are seeking someone who has:

Qualifications

- Business Studies and Administration qualifications in either, Diploma, HNC/HND or Degree level.
- Professional project and management qualifications or working knowledge of: APMP (PMQ), PRINCE 2, IOSH.
- Business improvement qualifications or working knowledge of tools such as, LEAN, Six Sigma.

Experience/Knowledge

- Automotive understanding.
- Experience of dealing with challenging individuals.
- Advanced level MS Excel/Access

- Advanced level Visual Basic programming environment.
- Advanced level SAP ERP (Key-User experience would be desirable).
- Experience of creating and maintaining data metrics and KPI's reporting project activities.
- Advanced level of MS Project as a reporting tool.
- Understanding of system integration and configuration management.
- Use of project management software tools such as SAP and ERP/MRP systems.
- Familiar with the following project management techniques: Critical Path and Network generation.
- Daily internal communication both written and verbal.

Applicants should possess the following core competencies:

- Eligible for UK Security Clearance to minimum SC ('Secret') level.
- **Customer focused** - displays pro-active approach to meeting both internal and external customer needs.
- **Results-focused** - strong desire to achieve results and works hard to reach goals and targets. Seeks to achieve results which enhance business success.
- **Flexibility** - displays versatility and adaptability. Identifies need for change, develops new ideas, encourages and supports innovation. Reacts positively and with enthusiasm to change and improvement. Has capability to achieve results and manage workload even at peak of pressure. Self-manages to be highly effective even at times when workload is less.
- **Professional** - takes career seriously and considers the business dimensions of decisions carefully. Intellectually and analytically rigorous; displays high competence in chosen field and is trusted by the business to "do the right thing".
- **Integrity and morality** - acts with scrupulous honesty with customers, colleagues, and suppliers and everyone else they come into contact with in the workplace.
- **Communication and listening** - strong interpersonal skills; the appropriate use of written, oral, non-verbal and listening skills, with an ability to persuasively impart information and pick up on underlying messages.
- **Superior planning and organisation skills.**
- **Problem solving** - displays logic, creativity and pragmatism in resolving problems, requiring little supervision and using disciplined problem-solving methods.
- **Adaptability** - the ability to react to different circumstances whilst maintaining composure and focus on objectives; can be relied upon in tough situations and is able to constructively challenge the status quo to facilitate appropriate change.
- **Teamwork** - a strong team player with the ability to recognise and manage the team dynamic; demonstrates the ability to understand others motivations and actively assess their strengths and weaknesses, is aware of others workloads and responds accordingly.
- **Leadership** - strong leadership skills, conveying confidence, presence and a professional image at all levels within an organisation.

In return we offer a competitive salary plus quality benefits, including early finish on Friday afternoons.

Candidates must be eligible for UK Security Clearance to minimum SC ('Secret') level

STRICTLY NO AGENCIES

**Interested? Then apply by sending your CV to
Caroline Bayliss
HR Advisor
caroline.bayliss@jankel.com
Quoting Job Ref. 164**

Role is based at our Company's office in Rustington, West Sussex with requirement for occasional travel in the UK.

Please note closing date for applications will be close of play on the 12 April 2019

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Jankel is an armed forces-friendly organisation, recognising the value serving personnel, reservists, veterans and military families bring to our business