

United Kingdom Jobs Expertini®

SDA Junior Project Planner and Scheduler

[Apply Now](#)

Company: UK Civil Service

Location: United Kingdom

Category: business-and-financial-operations

Job summary

The Submarine Delivery Agency (SDA) is a part of the Ministry of Defence responsible for the procurement, in-service support, and disposal of the UK's nuclear submarines. Our work is of unparalleled strategic importance nationally and internationally, ensuring the security of the UK's continuous at-sea nuclear deterrent, and delivering some of the most technically complex programmes in defence.

Here you'll find a community to belong to whether that's alongside project teams with a shared vision or as part of an employee network of like-minded individuals. We believe that, by celebrating different backgrounds and perspectives, together we'll achieve the extraordinary.

Discover more about our work:

We offer 25+ days holiday, flexible and hybrid working, enhanced parental leave schemes, shopping discounts, and an exceptional employer pension contribution of around 27%, to help make work work for you.

Nationality, visas and vetting: For security reasons this role is open to sole UK nationals only.

A sole UK national refers to an individual who holds citizenship solely in the UK, without dual citizenship or nationality from another country. We're unable to offer visa sponsorship.

We are recruiting posts at the following sites:

1 vacancy x HMNB Devonport, Plymouth, Devon PL2 2BG

2 vacancies x MOD Abbey Wood, Filton, Bristol, Avon BS34 8JH

This role requires you to have lived in the UK for the last 5 years and obtain . Clearance must be obtained without any caveats that prevent you from carrying out the role you've been recruited for. If it isn't obtained, or is obtained but with caveats that prevent you from carrying out the role, any conditional offer made to you will be withdrawn. Obtaining SC security clearance can be a lengthy process, and we reserve the right to withdraw any conditional offer made if the necessary security clearance isn't obtained within 12 months.

Job description

The Project Delivery function tracks and delivers some of the most complex and exciting projects in UK defence, offering fantastic variety with the support to shape and grow your career. With Project Controls and Project Management specialists working arm-in-arm, together our teams deliver fast-paced, cutting-edge projects - from the newest armoured vehicles to ground-breaking future aviation technologies while ensuring critical core programmes keep moving forward, too.

We're an Association for Project Management accredited organisation, and as part of our team you'll benefit from plenty of opportunities for development, on-going training, access to funded professional qualifications, and employer pension contribution. You'll also have access to a wide range of employee networks, including the Women's Inclusive Network, Race & Culture Network, Pride Network, Disability Network and many more. We recognise that the best people for the job may have commitments outside of work, so we're pleased to promote flexible working to support our colleagues in balancing work and home life.

Are you organised and would like to develop a career in Project Planning & Scheduling? Do you enjoy working with others? If so, we have opportunities to train as a Planner and Scheduler across SDA within a variety of exciting projects.

The Planning and Scheduling role is vital to managing our projects to ensure we deliver to time and cost ensuring our armed forces have the equipment and support to continue protecting the UK. The Planning and Scheduling role both develops and manages a project plan providing insight on performance and prioritises upcoming work.

What is Planning and Scheduling? Planning is the process we use to identify the what, who and how required for Project Delivery. Scheduling helps us to understand the when, how long and order of activity needed to deliver the project.

You will be based at Abbey Wood (ABW) Bristol or HMNB Devonport with the opportunity to visit our sister sites across the UK. At the SDA, we champion flexible ways of working.

Regular in-person attendance is required (this is expected to be approximately 60% of your working week) to promote the benefits of face-to-face collaboration alongside flexibility of hours to support work-life balance and business need. Initially, you may be expected to attend more frequently to familiarise yourselves with the site, the team, and your role. You will be working for the Scheduling Management Group (SMG). This is a junior role providing ample opportunity to start your career in Project Planning and Scheduling. You will be provided with training and development opportunities in order for you to progress, along with an internally recognised course at foundation level for Planning and Scheduling within your first 6 months. Alongside one of our Lead Planner and Schedulers, you will be working on some of our low complexity projects provided with plenty of support from the wider Planning & Scheduling community.

If you have experience of using excel, an aspiration for further development, and the passion and commitment to consistently deliver the best outcomes, then the SDA is for you.

What you will be doing

Building schedule baselines in line with SDA procedures and desk instructions to drive and control project.

Monitoring progress and resources against baseline highlighting variances.

Updating remaining work so forward forecast is available.

Communicating key project schedule performance data to key member of the project, programme and SDA leadership.

Person specification

To be successful with your application, you'll need to show that you meet the following essential criteria:

Experience in managing and interpreting data to a high degree of accuracy.

Proficient in the use of Microsoft Office applications, in particular Excel.

Enthusiastic and able to be flexible with a varying workload.

An excellent communicator is required, both verbal and written.

An ability to work in a team environment but also able to work independently.

Motivated to learn and develop new skills.

In addition to the responsibilities above, the following technical competences and behaviours will be assessed at interview:

Stakeholder Management

Planning and Scheduling

Communicating and influencing

Working together

Benefits

Alongside your salary of £27,800, Ministry of Defence contributes £7,506 towards you being a member of the Civil Service Defined Benefit Pension scheme.

25 days annual leave +1 day a year up to 30 days, 8 bank holidays and a day off for the King's birthday

Flexible and hybrid working options

Market-leading average employer pension contribution of 27%

Annual performance-based bonus and recognition awards

Access to specialist training and funded qualifications

Support for progression

Huge range of discounts

Volunteering days

Enhanced parental leave schemes

Improving innovation and enriching our culture, diversity of thought is vital to our success. So whether you're looking for a new opportunity, a next step, or a helping hand as you return from a career break, bring your experiences and help deliver for the defence of tomorrow. Here you'll find a supportive, family-friendly organisation to be a part of - and if you need any assistance with your application, just let us know.

#LI-Hybrid

Further Information

Candidate Information Pack:

Terms and Conditions:

[Apply Now](#)

Cross References and Citations:

1. SDA Junior Project Planner and Scheduler [Searchaustralianjobs Jobs United Kingdom Searchaustralianjobs](#)
2. SDA Junior Project Planner and Scheduler [Retailjobsnearme Jobs United Kingdom Retailjobsnearme](#)
3. SDA Junior Project Planner and Scheduler [Londonjobs Jobs United Kingdom Londonjobs](#)
4. SDA Junior Project Planner and Scheduler [Veterinaryjobs Jobs United Kingdom Veterinaryjobs](#)
5. SDA Junior Project Planner and Scheduler [Publicrelationsjobs Jobs United Kingdom Publicrelationsjobs](#)
6. SDA Junior Project Planner and Scheduler [Birminghamjobs Jobs United Kingdom Birminghamjobs](#)
7. SDA Junior Project Planner and Scheduler [Wowjobs Jobs United Kingdom Wowjobs](#)
8. SDA Junior Project Planner and Scheduler [Dohajobs Jobs United Kingdom Dohajobs](#)
9. SDA Junior Project Planner and Scheduler [Referralrecruits Jobs United Kingdom Referralrecruits](#)
10. SDA Junior Project Planner and Scheduler [Servicemanagementjobs Jobs United Kingdom Servicemanagementjobs](#)
11. SDA Junior Project Planner and Scheduler [Free-job-postings Jobs United Kingdom Free-job-postings](#)
12. SDA Junior Project Planner and Scheduler [Locumjobs Jobs United Kingdom Locumjobs](#)

13. SDA Junior Project Planner and Scheduler Jobsinnigeria Jobs United Kingdom Jobsinnigeria ↗
14. SDA Junior Project Planner and Scheduler Searchamericanjobs Jobs United Kingdom Searchamericanjobs ↗
15. SDA Junior Project Planner and Scheduler Topfishjobs Jobs United Kingdom Topfishjobs ↗
16. SDA Junior Project Planner and Scheduler DublinjobsJobs United Kingdom Dublinjobs↗
17. SDA Junior Project Planner and Scheduler NzjobscareerJobs United Kingdom Nzjobscareer↗
18. SDA Junior Project Planner and Scheduler Jobsinsaudiarabia Jobs United Kingdom Jobsinsaudiarabia ↗
19. Sda junior project planner and scheduler Jobs United kingdom ↗
20. AMP Version of Sda junior project planner and scheduler ↗
21. Sda junior project planner and scheduler United kingdom Jobs ↗
22. Sda junior project planner and scheduler Jobs United kingdom ↗
23. Sda junior project planner and scheduler Job Search ↗
24. Sda junior project planner and scheduler Search ↗
25. Sda junior project planner and scheduler Find Jobs ↗

Source:<https://uk.expertini.com/jobs/job/sda-junior-project-planner-and-scheduler-united-kingdom-uk-civil-service-5398c9e858/>

Generated on: 2024-05-05 by Expertini.Com