



AEROMOBIL

## JOB DESCRIPTION

# Head of Programme Management

**REPORTING TO:** CHIEF TECHNICAL OFFICER

### Job Purpose

Strategic and tactical responsibility for developing and implementing Programme Management Policy, Process and best practice within the organisation. Establishing and driving the operation of a standard gateway methodology for all AeroMobil projects. Leading programme planning, risk management, programme delivery and status reporting for each project, ensuring clarity of ownership and understanding across all functions. Driving successful achievement of milestones and objectives across all areas of the programme.

### Primary Duties and Responsibilities

The Head of Programme Management should be a visionary leader for new product and process introduction, able to influence at all levels within the organisation and drive sustainable change within the business. Responsible for a wide range of duties to ensure on time, on budget programme delivery with optimised levels of quality, cost and delivery performance, they include:

- Planning and designing programmes and proactively monitoring their progress, resolving issues and initiating appropriate corrective action.
- Organising and administering the Milestone and Gateway process, communicating a structured set of objectives to those responsible for departmental delivery targets and assisting them in the construction and demonstration of all project activities.
- Ensuring effective capture and monitoring of programme expenditure in line with agreed programme budgets, including resource, material, development and investment expenditures.
- Ensuring effective quality assurance and the overall integrity of the programme.
- Ensuring the delivery of new products or services from projects are to the appropriate level of quality, on time and within budget, in accordance with the programme plan and programme governance arrangements.
- Ensuring effective management of risks to the programme's successful outcome.

- Establishing and administering an effective and efficient programme review meeting structure, formalizing a simple, clear way for responsible team members to report their status and conflicts without the need to take large amounts of time to prepare documentation.
- Present the overall program timing status of the project during regular reviews with the executive board and management team.
- Act as process owner for Programme Management Manual and Business Procedures.
- Development, communication and maintenance of all required programme documentation (e.g. Project Initiation Letter, Specification Book).
- Ensuring there is appropriate allocation of resources and skills within the programme.
- Carry out the project wide analysis of departmental programme activities, reporting on all areas of conflict and critical activities.
- Support internal technical reviews, assisting in the collation and control of meeting documents where necessary.
- Supporting external meetings as required (e.g. Supplier Reviews, Airworthiness/Homologation Authority Meetings).
- Support the preparation and issuing of project update documentation in support of current and future grant funding activities.
- Managing communications with all stakeholders.
- Managing both the dependencies and the interfaces between projects.

## Qualifications

### ***Education***

- Candidates should possess a Diploma/Bachelor's degree or equivalent in a relevant programme management/engineering subject.
- PRINCE2.
- Risk Management Planning.
- Member of a recognised professional body such Association for Project Management (APM) is an advantage.

### ***Experience***

- A minimum of 5+ years' experience in a Programme Management role within automotive or aerospace industries.
- Proven capability within a complex global product delivery programme/new product introduction environment, having delivered at least one full project lifecycle through to successful conclusion.
- Working knowledge and experience of operating in organisations managed under the requirements of regulatory standards including ISO9001, AS/EN9100, EASA Part 21(G)/145, or TS16949.

### ***Knowledge, skills and abilities***

- Ability to develop and communicate a clear vision and strategy for Programme

Management.

- Ability to lead change management.
- Effective leadership, interpersonal and communication skills.
- The ability to command respect and influence personnel at all levels within the organisation.
- Recognised authority on tools and processes for planning, monitoring, controlling and delivering programmes.
- Sound business case development and approvals skills.
- Good knowledge of budgeting and resource allocation procedures
- Sufficient experience and credibility to coach/advise project teams on their projects in relation to the programme.
- The ability to find ways of solving or pre-empting problems.

### ***Proficiency in the use of computer programs for***

- Familiarity with PLM, ERP, Microsoft office tools, email & internet.

### ***Personal characteristics***

The Head of Programme Management should demonstrate the following attributes:

- Ability to operate independently, having a high level of self-motivation, initiative, and determination to see a task through to completion.
- Ability to adapt approach to circumstances within an evolving and regulated environment.
- Strength of character to remain resilient under pressure and work proactively to resolve issues.
- A desire and an ability to learn and guide others.
- Proactive, well-organized and methodical, with a good attention to detail.
- Commitment to delivering a task on time, to a high level of quality, accounting for the needs of colleagues and partners.
- Confidence to represent the department and company in internal and external meetings.
- Establishing and maintaining positive working relationships with others both internally and externally, working cooperatively and effectively with others.
- Being flexible – willing to perform a variety of activities governed by the changing priorities of the business.
- Operating with integrity and behaving ethically.

## **Working Conditions**

The Head of Programme Management shall:

- Work primarily in office and operations facility environments.
- Work a standard working week, but some flexibility in working hours will be expected.
- Be prepared to take up a permanent full-time work in the AeroMobil HQ in Bratislava.
- Be expected to travel domestically/internationally as required by the demands of the role.

## Other Information

- Compensation package: negotiable depending on candidate skills and knowledge.