



PROJECT MANAGEMENT INTERNSHIP

LOCATION:	New Malden
STATUS	Permanent Contract / Full Time
START DATE	September 2022

GENERAL MISSION

At Northrop Grumman we work closely with our customers to create software centric capabilities that allow them to execute their mission with ease and success. We are leaders in marine navigation systems, integrated platform management systems, and maritime command and control applications.

Role

This role supports the Programme Manager and Project Managers in the delivery of Defence projects.

Key Responsibilities

- Support and work alongside the PM team in the organisation and management of the cross-discipline, matrixed project teams
- Support the PM teams in meeting schedule and cost targets as defined in the master schedule and in accordance with contracted KPIs
- Work with the Programme and Project Manager to ensure the smooth running of customer meetings and periodic reviews
- Ensure the project delivery team is responsive to customer needs

General Operational Duties

- Provide the Programme and Project Managers with status reports on key Programme activities in accordance with the project drumbeat
- Support the preparation of presentation material for both internal and external meetings
- Attend discipline and project meetings and ensure actions are tracked to closure
- Support the generation of technical and commercial responses to RFQs
- Remain compliant with all Command Media Processes and procedures
- Understand and apply all policies, processes and procedures around compliance and governance

Person Specification

Essential qualifications / experience

- On track to achieve a degree in an Engineering, project management or other numerate subject

Preferred qualifications / experience

- Familiarity with basic project management tools e.g. Microsoft Project
- Experience as part of a project delivery team
- Understanding of project management methodology

Competency/Skill requirements

- Adept at problem-solving, able to develop solutions to a variety of problems
- Good attention to detail
- Organised, adept at workload management and prioritising appropriately to meet deadlines
- Flexible and responsive to changing priorities
- Proactive team worker, equally self-motivated and able to work autonomously
- Good interpersonal skills, able to engage effectively with all audiences/stakeholders
- Proficient user of MS office
- Competent in PowerPoint (and face-to-face presentation delivery – if required)
- Fluent in written and spoken English
- Strong customer focus
- Engaging 'can do' attitude

Other requirements

- Travel requirements: Occasional UK travel may be required to attend team/customer meetings and training activities
- Clearance requirements: Post-holder must be able to achieve UK Government clearance (SC)

WHY NORTHROP GRUMMAN

Being a part of Northrop Grumman gives you the opportunity to use your skills to make a difference in our mission of enabling global security. Our company grows because of our employees' dedication and commitment to achieving our mission, something we always remember. In return for working for us you will have access to a benefits package that provides you with flexibility to balance your professional career with your personal life, health & well-being benefits, discount schemes, pension benefits and investment in your future development.

We are committed to equality and diversity in our workplace. Northrop Grumman provides equal employment opportunities to all employees and applicants without regard to an individual's protected status, including race, ethnic origin, nationality, national origin, ancestry, sex/gender, gender identity/expression, gender reassignment, sexual orientation, marriage/civil partnership, pregnancy/maternity, religion or belief, creed, age, disability, genetic information, or any other protected status or characteristic.