



Principal Project Executive, Repair Development

Job Description

About the role:

The Principal Project Executive will be working in the PMO & Strategy department, supporting the Program Manager in the effective management and delivery of the Repair Development Program. The role will drive delivery across multiple projects and will provide project management guidance and support to the project team leaders.

Responsibilities

- Manage the process for the detailed tracking of projects
- Co-identify issues with project leaders and document recovery actions
- Track implementation of agreed actions
- Activity owner on selective critical projects
- Support the Functional Managers in resource and capacity planning and drive closure of any resourcing gaps
- Prepare regular and timely updates to key internal and external stakeholders
- Establish and embed standardized project governance and stakeholder engagements
- Ensure alignment between agreed business priorities and program and project scope
- Support in managing changes to overall project prioritisation and scope and administer the project change control process
- Provide project management guidance and support to the team of Integrated Project Team Leaders and Project Engineers
- Monitor and track project spend against agreed budgets
- Improve project management processes and tools to increase efficiencies of project management disciplines

Requirements

- More than 3 years of working experience
- Bachelor's degree preferred
- Knowledge of Gas Turbine Engine industry preferred
- Proven project management experience in a multi-interface environment
- Strong communication and organisation skills
- Good analytical skills, with experience in MS Excel and MS Project
- Cross-functional alignment and influencing skills