

# Higher Apprenticeship Opportunity

## Operations – Project Control Office (PCO)

<b>Purpose of role</b>	This will be an entry role into the ATLAS ELEKTRONIK UK Project Control Office (PCO), providing Project Management support to the Divisional and Project Management communities.
<b>Reporting relationships</b>	Reports to the Head of the Project Control Office
<b>Course / Provider</b>	BPP APM Level 4
<b>Location</b>	Dorset Innovation Park, Winfrith
<b>Employment status</b>	2 year Fixed Term Contract (37 hours/ week)
<b>Intake date</b>	August 2024

### Primary Responsibilities

#### Year one

- Monitor the team email
- Check and input Demand Request Forms onto System
- Housekeeping of Project Parameters in Project Web App
- Maintenance of Opportunity Ganttts to feed the Forward Load
- Setting up ganttts for Bid Codes
- Ad hoc tasks within the team
- Ensure On Time Delivery reporting runs correctly each month
- Update Team Dashboard
- Carry out Schedule Health Checks on Project Ganttts

#### Year 2

- Project Support and Shadowing of Project Manager

### Person Specification

- IT literate and knowledge of MS Office (Word, Excel, Outlook, etc.)
- Good at English and Maths
- An interest in project management
- An appreciation of cost, planning and project management principles/techniques
- Good communication, interpersonal and presentation skills
- Able to work as part of a team
- Good attention to detail
- Flexible and adaptable to meet project/business deadlines
- Reliable and conscientious
- Willing to learn, confident to ask questions if unsure.

... a sound decision

### Education Requirements

- A-Level candidates in relevant subjects or those with existing project management/project control qualifications to go on an advanced apprenticeship.

### Security Requirements

- The successful candidate must be able to achieve full SC (Security Clearance).

### Training Specification

- Advanced Excel
- Microsoft Project
- Internal training on AX, Business Intelligence

### Medical Requirements

- Not required

### How to apply

Please forward your CV and a covering letter explaining why you are suitable for the post to **recruitment@uk.atlas-elektronik.com** by the closing date and state the job title in the subject line.

Due to the nature of our work and the projects you will be working on, all candidates must be eligible to gain security clearance. ATLAS ELEKTRONIK UK Ltd is an Equal Opportunities employer and welcomes applications for all posts from suitably qualified people regardless of age, disability, ethnicity, gender, marital status, sexual orientation, religion or belief.

Only successful applicants will be contacted