

## Job Description

<b>Job title:</b>	Deputy Delivery Manager, EWOS Group
<b>Grade:</b>	M2
<b>Division:</b>	EWOS
<b>Reports to:</b> <i>(job title)</i>	Head of Delivery and Operations - EWOS

### JOB PURPOSE

The primary focus for this role is to support the EWOS Head of Delivery and Operations in the direction and management of the delivery of all EWOS Contract, Programmes and Projects. This will require co-ordination across the whole of EWOS and the wider MASS organisation to optimise the use of Group resources including the associate pool and subcontractors.

The role also has a significant secondary business development purpose to develop additional tasking from existing customers, to establish new customers for the capabilities delivered by EWOS, and to support the wider MASS business development campaigns.

### KEY DUTIES AND RESPONSIBILITIES

- Successfully deliver projects within budget and to margin or better while maintaining, and ideally enhancing, the reputation of MASS with current and potential customers;
- Develop and support business development activity to achieve the EWOS and wider MASS business plans;
- Support the development of new capabilities to strengthen the delivery of existing business, improve competitiveness and secure additional customers;
- Deputise for the EWOS Head of Delivery and Operations (when required);
- Undertake other tasks to support the team where required;
- Comply with Company policies and procedures (including the MASS Management System);
- Adhere to, and be a role model for, the MASS values.

### COMPETENCIES

**DISCLAIMER:** This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

**General Profile**

- Manages professional employees and/or team leaders
- Has accountability for team performance and results
- Sets team priorities and resourcing requirements based on departmental plans
- Decisions are guided by departmental plans, policies and procedures with their manager's agreement

**Business Acumen**

- Applies understanding of MASS as a business and how own area integrates with others to achieve departmental objectives

**Leadership**

- Manages one or more generally similar teams; adapts departmental plans and priorities to meet short-term services and/or operational objectives

**Problem Solving**

- Identifies and solves technical and operational problems; understands and recognises broader impact across the department

**Impact**

- Guided by policies and departmental plan, impacts the team's ability to achieve service, quality and timeliness of objectives

**Interpersonal Skills**

- Guides and influences others either internally or externally to adopt a different point of view

**QUALIFICATIONS / EXPERIENCE****Essential:-**

- Experience of effective resource management and budgetary control;
- Strong customer/stakeholder relationship management skills;
- Extremely well organised, with the ability to effectively prioritise tasks.
- SC Security clearance as per customer and site requirements

**Desirable:**

- Effective line management experience of both military and civilian teams;
- Hold APMQ or equivalent qualification in Project Management
- Previous experience in an operational-level delivery role;
- Experience of risk & change management.
- DV security clearance

**Declaration**

*"I have received, reviewed and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described":*

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<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

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