



# Project Controller

**Location**  
Chertsey

**Status**  
Permanent

**Hours**  
37.5

## Job Purpose

The Project Controller is responsible for creating, maintaining, reviewing and administering the Project Schedules in collaboration with the individual Project Managers responsible for the delivery of the Company's portfolio of Projects to support the Project Managers in reporting, resource, financial forecasting and earned value management.

### Reporting to: Head of Programmes

The Project Controller will report to the Head of Programmes supporting the delivery of the Company's portfolio of projects on time, to budget within scope and to the required quality and safety standards.

## Candidate Requirements

- To assist the project managers to generate a Work Breakdown Structure (WBS) for a project with associated work package descriptions. To create a project schedule in alignment with the project lifecycle model using a planning tool Microsoft Project.
- Baseline the project schedule and manage changes to the schedule in accordance with the defined project change and configuration control processes. To identify and flag changes in the project scope and impact on the project schedule.
- Gather estimates for individual work packages with the support of the project team and perform a critical path analysis.
- Resource load the individual project and optimise the resource demand versus resource availability in order to generate a realistic project schedule, Support the Head of Programmes in the generation of short and long term resource allocation plans based upon input from key stakeholders.
- Gather, collate and analyse cost information in support of project budgeting and cost control.
- Provide administrative support to the Project Manager in meetings and the preparation of regular internal and external project reports for management.

## Desirable Qualifications and Skills

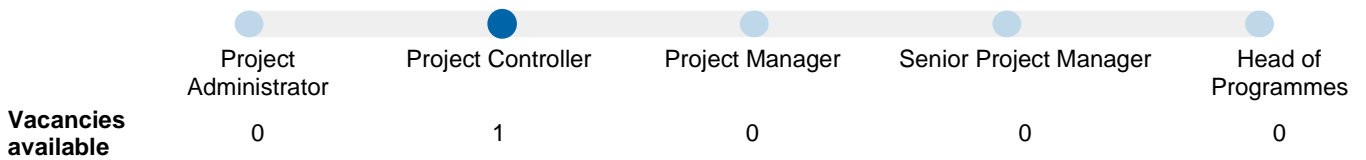
- Ability to multitask and prioritise work across multiple projects.
- Good communication skills and with the ability to communicate with all levels of stakeholders.
- A team player who is action orientated and who can deal with ambiguity.
- Competent user of Microsoft Project and Excel.
- Ability to obtain security clearance.
- Knowledge of the IT Defence Industry and Project Development Lifecycle.
- Understanding of Risk Tools and Earned Value Management and Analysis.



**Salary:**

Negotiable

**Vacancies Available within Function**



**Contact**  
**Jestina Anderson**  
*01932 581100*

**Please email your CV and covering letter to**  
[careers@drumgrange.com](mailto:careers@drumgrange.com)  
**Website**  
[www.drumgrange.com](http://www.drumgrange.com)  
**Vacancy Number**  
P00038C