About our 12 month Project Management Internship

A great opportunity to gain business exposure and apply your skills to customer projects. During your internship, you will have a blend of on-the-job learning and specific training in areas of technical and leadership skills. Your internship is aimed to give you a 'real life' experience of working in a project-orientated environment and an insight into Engineering.

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)

Assessment Process
You will be required to submit a CV and cover letter.

For the cover letter please answer the following questions:

1. What appeals to you about Northrop Grumman and a place on the Project Management Internship?
2. What skills, knowledge and experience are you seeking to develop during the Project Management Internship?

Your cover letter should not exceed 500 words.

• Successful applicants will be offered a telephone interview
• The final stage of the recruitment process will include a Zoom interview and presentation.

Northrop Grumman UK promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. Should you require any support or adjustments in relation to the assessment process or interview, please do advise us as soon as possible so that we can make adjustments and arrangements.

Benefits
As well as a range of competitive financial and non-financial benefits that you would expect from a leading organisation, we also offer:
• Starting Annual Salary of £21,000
• Exciting customer project work
• An Engineering development programme covering a range of technical disciplines
• Exposure to a variety of work that will allow you to follow your interests and shape your career
• Employability skills training
• For top performers, an offer of a place on our graduate programme

Now open for applications
Start date: 19th September 2022

Apply Here: https://www.northropgrumman.com/careers/job-search-united-kingdom/

To find out more information e-mail: nguktalent@optamor.com