



Oxford Space Systems is a multi award-winning space technology business developing novel deployable spacecraft structures that are lighter, less complex and lower cost than those in current commercial demand.

Our vision is to become a recognised, leading supplier of highly competitive deployable structures for the global satellite industry. By working with leading academic & commercial collaborators, we're developing genuinely innovative scalable boom, panel and antenna solutions for the world's leading satellite builders.

Based at the Harwell Science and Innovation Campus - the UK's Space Cluster - Oxford Space Systems enjoys access to the world-class facilities & expertise of RAL Space, together with support from the UK Space Agency, ESA, Innovate UK and the Satellite Applications Catapult.

Position: Project Manager

Main duties:

- Lead the planning and implementation of project, facilitate the definition of project scope, goals and deliverables
- Define project tasks and resource requirements, develop full scale project plans
- Assemble and coordinate project staff, manage project budget, manage project resource allocation
- Plan and schedule project timelines, track project deliverables using appropriate tools
- Provide direction and support to project team
- Monitor and report on progress of the project to all stakeholders
- Present reports defining project progress and issues
- Implement and manage project changes and interventions to achieve project outputs
- Support customer reviews and chair internal reviews
- Manage suppliers and subcontractors throughout all phases of a project
- Visit customer sites
- Support business development team in preparing proposals for customers
- Track project documentation and configuration

Essential Skills and Experience:

- Strong Bachelor's degree-level in engineering/physics related subject or HNC minimum with strong relevant experience
- Previous experience of the Space Industry (at least 2 years) or a strong desire to work in the space industry is essential. Would suit experienced space Engineer wishing to move to Project Management role or experienced Project Manager with a strong desire to move into Space industry
- Familiarity with ECSS standards highly desirable
- Knowledge of both theoretical and practical aspects of project management
- Knowledge of project management techniques and tools
- Proficient in the use of Microsoft Office software including Microsoft Project

Personal:

- Demonstrate a common sense/pragmatic and logical approach to problem solving – ability to find simple solutions to complex problems



- Good interpersonal skills
- Excellent written/verbal communication and presentation skills
- Self-motivated to meet objectives
- Strong organisational skills
- Ability to work both alone and in teams as required by the individual task
- Ability to work within defined timescales to meet programme milestones
- Ability to work on several projects at any one time
- Driven by technical challenges, problem solving and practical implementation of new ideas
- Willingness to learn and share knowledge with other members of the team
- Ability to gain SC clearance (be resident in the UK for at least 5 years)

If you are interested in working with Oxford Space Systems at this exciting point in the OSS story please email CV and covering letter to jobs@oxfordspacesystems.com with the job title you're applying for in the Subject line of the email.

Please note that only suitable candidates will be contacted.