The Company

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 the global leader in deployable antennas for space. By working with leading academic and commercial collaborators, we’re developing genuinely innovative deployable 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 world-class facilities including our own purpose-built facility which houses Harwell site's largest cleanroom.

Background

OSS delivers projects within product streams, where the project manager reports directly to a programme manager. Engineers are assigned to and work within each product stream are managed by the project managers. Each project is assigned a Project Manager, a Project engineer and a PA manager working together with the assigned engineering team to deliver technically challenging space flight projects to customer requirements.

Position: Project Manager

Main duties:

- Be an ambassador of the OSS values, QHSE system and other internal policies
- Lead the planning and implementation of project, facilitate the definition of project scope, goals and deliverables, schedule and cost
- Define project tasks and resource requirements, develop full scale project plans
- Assemble and coordinate project staff, manage project budget, manage project resource allocation
- Ensure strong contract change control discipline
- Manage the relationship with the client and all stakeholders
- Perform risk management to manage project risks
- 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
- Engage with 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:

- Demonstrable experience in delivering technically challenging projects using multiple discipline teams within a regulated industry
- 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:

- Resilient
- Demonstrate a calm, common sense/pragmatic and logical approach to problem solving – ability to find simple solutions to complex problems
- Good interpersonal skills
- Strong people manager with ability to managing conflict
- 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.