

Job Title: STS Project Manager

Requisition Id 9040

Oak Ridge National Laboratory (ORNL) is seeking a Project Manager for the Second Target Station (STS) project. The STS is a > \$2 Billion, Department of Energy project to be constructed at the ORNL Spallation Neutron Source (SNS). The STS will provide wholly new capabilities for the study of a broad range of materials with neutron scattering and support thousands of users from the physical, materials, and applied sciences and industry. The science capabilities provided by the instrument suite at the STS will complement those of the two existing DOE Office of Science neutron scattering user facilities at ORNL, the First Target Station (FTS) of the SNS and the High Flux Isotope Reactor (HFIR). The STS will deliver the highest peak brightness of cold neutrons in the world, which together with advances in neutron optics, instrumentation, and detectors, will ensure US leadership in neutron scattering for decades to come.

Purpose:

The STS Project Manager reports to the STS Project Director and is responsible for day-to-day management and execution of the STS project. Responsibilities include adherence to scope, cost, and schedule baselines; implementation and utilization of appropriate and effective project control, tracking, and reporting systems; risk management; configuration management; integrated safety management and security. The STS Project Manager is a core member of the Integrated Project Team.

Major Duties and Responsibilities:

Specific responsibilities include but are not limited to:

- Working with the Project Director, provide direction and guidance to successfully plan and execute the STS project, to include establishing project management policies, procedures, and training that conforms to DOE Order 413.3b, ORNL and industry best practices
- Directing and coordinating the project management function of STS
- Assist the Project Director in establishing and managing the project WBS, schedule, cost estimates and actual costs, risk register and risk analyses, earned value reporting and baseline change control.
- Support the Project Director with communicating and reporting project status and performance information to all DOE stakeholders, ORNL senior management, staff members and collaborators.
- Responsible for creating/ approving and maintaining project management documents and procedures that direct and guide the successful planning, execution, monitoring and controlling, and closeout of the project.
- Lead the project in preparation for various Independent Project Reviews (IPRs) associated with the DOE Order 413.3b Critical Decision gates.
- Supervision of the STS Project Support Office, made up of direct and matrixed staff including Business Management, Communications, Document Control, ESH&Q, Human Resources, Procurement and Project Controls
- Preparing and maintaining the STS Project Management Plan and ensuring implementation of effective management systems and procedures across the project inclusive of project controls, earned value management, finance, procurement, risk, ES&H and information technology/document management
- Participating as a member of the Integrated Project Team
- Overseeing project planning, scheduling, budgeting, and configuration control
- Acting as the point-of-contact for STS project-wide management reviews (DOE, Director's Reviews, periodic re-estimates, etc.)
- Overseeing recruitment and hiring of direct STS Project Support Office employees
- Acting as the System Manager and Control Account Manager for WBS S.01, STS Project Management
- Initiating, as necessary, system-level (WBS L2) internal reviews to ensure that the systems meet project performance, cost, and schedule milestones
- Preparing and providing recommendations for baseline change control proposals
- Participate as a member of the STS Project Change Control Board
- Participate in WBS System Manager Reviews of Cost Account Manager's (CAM) Annual Work Packages
- Ensure compliance with Environment, Safety and Health (ES&H) requirements
- Provide leadership at the project level to create a success-oriented project culture

- Prepare presentations for, and responses to recommendations from, technical reviews and/or advisory committees.
- Represent the STS Project by participating in and presenting project information at reviews, conferences, and workshops
- Serving as the STS Project Director as appropriate when the STS Project Director is unavailable

Basic Qualifications:

- Master's degree in Science or Engineering or other related field, with at least 15 years of experience including a minimum of 10 years working in a technical project management role
- Previous leadership experience in a senior management capacity within a complex engineering environment, preferably on a large project
- Very strong communications skills, with the ability to successfully interact with DOE, project reviewers, senior laboratory management and senior project staff members
- Detailed knowledge of DOE project management requirements
- Experience with preparing for and participating in DOE Office of Science Independent Project Reviews (IPR's)
- Possess a thorough understanding of the applicable DOE Orders and best practices governing DOE Office of Science projects, to include DOE Order 413.3b and EIA 748.
- Demonstrated ability to communicate with sponsors, vendors, partners, and project team members
- Must be available for domestic and international travel

Preferred Qualifications:

- PhD in Science or Engineering or another related field
- Project Management Professional (PMP) or equivalent project management certification
- Experience with projects using a 'DOE compliant' EVMS environment; to include setting baselines, incorporating baseline changes, producing monthly reports and variance analyses.
- A solid understanding of best practices and ability to create project schedules, resource loading, incorporating monthly status and creating and maintaining the project baseline
- Experience managing/working with projects using the following software/systems: Oracle Primavera and Deltek Cobra or EVMS cost processors, and DOE PARS II reporting system

Work Direction and Interface:

- Position reports to the STS Project Director
- Provides work direction and supervision of STS Project Support Office

Authority/Approval Levels:

- Responsible for configuration management of the STS Project

Measures of Effectiveness:

- Successfully manages day to day functions of the STS Project
- Successfully represents STS at reviews and other project meetings and workshops

This position will remain open for a minimum of 5 days after which it will close when a qualified candidate is identified and/or hired.

We accept Word (.doc, .docx), Adobe (unsecured .pdf), Rich Text Format (.rtf), and HTML (.htm, .html) up to 5MB in size. Resumes from third party vendors will not be accepted; these resumes will be deleted and the candidates submitted will not be considered for employment.

If you have trouble applying for a position, please email ORNLRecruiting@ornl.gov.

ORNL is an equal opportunity employer. All qualified applicants, including individuals with disabilities and protected veterans, are encouraged to apply. UT-Battelle is an E-Verify employer.