Business Apprentice - Havant

Specific Job Description

The Business Apprentice will support the Commercial Manager and\or Contract Negotiators in the basic administration of contracts, subcontracts and/or purchase orders (referred to collectively as "Contracts"). In addition, will co-ordinate the execution of UK Acquisition Procedures (UKAP) processes and support monthly/annual compliance audits. This position offers flexible working arrangements balancing remote/home working with Lockheed Martin office based working with some travel to supplier and customer sites (predominantly UK based) as required.

Duties / Responsibilities:
- Administer straight forward acquisitions and requisitions.
- Provide assistance to contract administrators as directed in support of the management of complex contracts.
- Required to possess and demonstrate basic analytical and planning skills.
- The post holder would be expected to work under supervision based on detailed instructions.
- Reports to either Leads, Team Leads and\or Manager.
- Prepares and/or assists in preparation of correspondence, presentations, reports and/or contract summaries.
- Shall proactively drive their own development, seeking out opportunities to grow their knowledge of the business, the function and their role

Required skills, qualifications and experience

The job requires limited relevant experience, however the successful candidate will be able to demonstrate the following skills:
- The successful candidate will hold A level qualifications or a Level 3 BTEC in Business.
- Able to communicate clearly in both written and verbal form
- Able to understand and demonstrate teamworking
- Basic use of IT skills, particularly in Microsoft Office applications and SharePoint

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Sustainment Apprentice - Cornwall, Havant, Oxfordshire

Specific Job Description
As a Sustainment Apprentice you will have a very wide range of options to choose as you progress into your apprenticeship. Technology and through life support are the foundation of what Sustainment is all about. A critical element of this role is teamwork and flexibility, supporting your teammates to overcome unique daily challenges.

Examples of Career paths:
- Asset Management
- Logistics Tool and IT Support Solutions
- Field Service Engineers
- Warehouse Operations
- Quality Assurance
- Logistic support and planning (ILS/CLS)
- Simulations Technician
- Trade Compliance

Required skills, qualifications and experience

- 5 GCSEs (A* to C) including Maths and English
- A Levels / BTEC Level 3 in related subjects
- Good Communication skills
- Ability to work as part of a team
- Good IT skills
- Flexibility to travel and work at different locations
- Logical approach to problem solving and prioritisation

Software Engineering Degree Apprenticeship - Warminster, Westbury

Specific Job Description

Lockheed Martin Training and Logistic Solutions, based in Westbury, is undertaking a period of growth with existing programmes involving updates to our in-service simulation and logistics systems. This brings an exciting opportunity to work across a spectrum of programmes on and off site supporting our customer needs. Other activities include working on internal research and development projects using the latest gaming technologies. Lockheed Martin's apprenticeship scheme offers the ability to earn a salary whilst you are studying for nationally recognised qualifications. You'll get to work alongside our experts who have a wide range of knowledge and experiences to share with you, with a programme designed to provide you with the knowledge and skills for a highly successful career with us. We understand and value individuality, therefore your training and development will be tailored specifically to help you achieve your goals.

The apprenticeship will entail on the job learning at LMUK Training and Logistics Solutions together with external training leading to a Bachelor of Science Honours degree on a block/day release basis. Apprentices will also have the opportunity to undertake a number of internal training courses to complement their external training. The on-site learning will see the apprentice embedded into various projects at LMUK Training and Logistics Solutions where, with guidance from Subject Matter Experts, they will develop skills and gain experience to provide evidence of their knowledge and learning. During these rotations, apprentices will be exposed to several disciplines (Systems, Software Engineering, Integration & Test, and Infrastructure), and will work on all stages of the Software Development Lifecycle.

Required skills, qualifications and experience

- You will have an interest in simulation systems, gaming and software engineering, and a basic understanding of the aspects that it entails.
- You will have a keen interest in how things work, and be motivated by creating software solutions for challenging
- problems.
- You will have a logical and careful approach to analysing requirements, creating appropriate designs and developing implementation solutions, as well as an understanding of the role of test in ensuring delivery of mature products.
- You will have the ability to learn, the desire to be part of a team and be able to cope with a very busy and demanding role. The ideal candidate will have the following abilities:
- 5 GCSEs (9-5 or A*-C) including Maths and English (or equivalent qualification)
- 3 A Levels (A* - C) / BTEC Level 3 in related subjects

Graduate Systems Engineers - Havant

Specific Job Description

The Engineering Graduate will be part of the LM UK RMS Systems Engineering organisation where they will undertake a wide variety of activities within the Systems Engineering Lifecycle under the guidance of Senior Systems Engineers within the team. These will include:

- Requirements analysis, decomposition and derivation
- Systems Design
- Including Software and Hardware
- Baseline Control
- System Integration & Interfaces
- Systems Test
- Safety & Certification

These activities will be performed on a wide variety of on-contract Programmes, New Business opportunities and Internal Research and Development (IRAD) activities across LM UK

Required skills, qualifications and experience

- Requires a Bachelor/Master's degree from an accredited college in a related discipline.
- Good Communication
- Ability to work well in a team environment

Graduate Integration & Test Engineer - Havant

Specific Job Description

Reporting to the Integration and Test manager, and under general direction of the Engineering Leadership Team, the role provides support to operational systems used by Systems Solutions customers.

Duties include:
- Analyse Requirements and Create Test cases
- Assist in Test procedure peer review
- Installation and configuration of Test Systems
- Manual execution of Test cases
- Execution of automated Test tools as required
- Identification and reporting Product defects and non-conformities
- Reproduction of non-conformities to aid understanding and resolution

Required skills, qualifications and experience

The engineer should be able to function well within a team, interfacing with the Integration and Test lead and team members.
- Willing to learn new skills regarding the full test lifecycle
- Disciplined, logical and flexible work approach
- Work effectively as part of a team, seeking timely management direction & guidance, peer counsel and team advice, exercising tact and diplomacy, and positive inter-personal relationships
- High degree of personal and professional integrity
- Clear, focused and effective verbal and written communications
- Good analytical skills
- A degree in Engineering (eg. Computer Science, IT, Maths)

Business Graduate - Havant

Specific Job Description

This job is for a Financial Analyst to work primarily in support of a business area involved with defence and commercial contracts. The individual would be part of a team of analysts that assist in the financial oversight of the operation.

Key Responsibilities:
In general, the analyst would perform a wide variety of tasks related to financial management of an assigned contract within the Programme Financial Control department. There would be emphasis on analysis and cost controls. Budgeting activities, monthly reporting and the forecasting future financial positions will be a regular part of this role. There will be detailed work undertaken in assessing the performance of programmes. Many of the tasks will involve the use of financial systems and tools.

Required skills, qualifications and experience

The individual should have a general knowledge of the financial field and have an ability to perform multiple financial tasks. Analytical skills are essential, particularly with respect to forecasting, and there must be an aptitude for creative problem solving. The applicant should be proficient with financial IT applications (i.e. Excel spreadsheets). Knowledge of project management is desirable. The person should be able to communicate well with others and work independently. In addition, good interpersonal skills and teamwork are essential.

- Knowledge – Applies appropriate principles, theories, and concepts to complete assignments and has some knowledge of industry practices and standards.
- Problem Solving – Develops solutions to assigned problems, using general knowledge of the field.
- Discretion/Latitude – Applies discretion and judgment on assignments, with some supervision.
- Impact – Completes assignments requiring judgment and discretion that contribute to the business.
- Liaison – Contacts are primarily internal, with personnel in the department, with programme management and with other members of the programme team.

Project Management - 12 Month Placement - RAF Marham

Specific Job Description

A placement within the Programme Office will enable participants to engage with the core Programme Control competencies including; risk, cost, schedule and proposal management. Risk management spans disciplines including managing risks and opportunities within assigned programme(s); facilitating at internal and external risk reviews and brainstorms and conducting risk analyses to help determine programme's risk exposures and tolerances. Cost control spans disciplines such as; Earned Value Management, Control Account and Work Package Management, Management Reserve, Programme Office Directives, Budgets and cost and variance reporting. Schedule management will include baselining, maintaining and statusing a linked schedule and understanding the role of scheduling within the Earned Value Management system.

The placement will enable participants to understand and engage with the development of Support solutions for a variety of equipment and programmes. This will include understanding how Reliability and Maintainability can influence the support of equipment along with the development of Training and Technical Documentation, Support Equipment and Facilities.

This will enable the individual to gain experience of Lockheed Martin's Products / Services and how we implement the agreed Support Solutions for our Customers.

Required skills, qualifications and experience

- Strong analytical skills, good verbal and written communications
- Familiarity with Microsoft Office and proficiency with Outlook, Word, Excel and PowerPoint
- Strong inter-personal skills indicating an aptitude for independence and leadership combined with ability for working in a team environment.
- A self-starter.

Programme Office - 12 month Placement - Havant

Specific Job Description

This is a 12 month internship - for students who are studying a degree which includes a year in employment.

A placement within the Programme Office will enable participants to engage with the core Programme Control competencies including; risk, cost, schedule and proposal management. Risk management spans disciplines including managing risks and opportunities within assigned programme(s); facilitating at internal and external risk reviews and brainstorms and conducting risk analysis to help determine programme's risk exposures and tolerances. Cost control spans disciplines such as; Earned Value Management, Control Account & Work Package Management, Management Reserve, Programme Office Directives, Budgets and cost & variance reporting. Schedule management will include baselining, maintaining and statusing a linked schedule and understanding the role of scheduling within the Earned Value Management system.

Required skills, qualifications and experience

- Strong analytical skills
- Good verbal and written communications
- Familiarity with Microsoft Office and proficiency with Excel and PowerPoint
- Strong inter-personal skills indicating an aptitude for independence and leadership combined with ability for working in a team environment.
- A self-starter.

Systems Engineer - 12 Month Placement - Havant

Specific Job Description

This is a 12 month internship - for students who are studying a degree which includes a year in employment.

Reporting to the Systems Engineering Manager, and under general direction of the Engineering Leadership Team, the role provides support to the Military Solutions Engineering team.

Duties include:
- Contribute to team success supporting systems engineers to design this high level architecture for enhancements to operational systems.
- Work with senior engineers in discussions with customers during requirements analysis – converting operational needs into technical requirements specifications.
- Support and be involved with design analysis and associated use cases.
- Work with Business Development and Programme Management during capture & proposal phases of multiple programmes.

The candidate will be exposed to several disciplines (Specialist Engineering, Human Factors, Systems and Software Engineering, Integration and Test, System Modelling) during the placement.

Required skills, qualifications and experience
- Working towards a degree in Systems Engineering, or other related engineering degree
- Good Communication skills
- Ability to work well in a team environment
- Good IT skills in a range of SW packages
- Ability to prioritise own tasking to meet program needs

Systems & Specialist Engineer - 12 Month Placement - Havant

Specific Job Description

This is a 12 month placement - for students who are studying a degree which includes a year in employment.

Reporting to the Systems Engineering Manager, and under general direction of the Engineering Leadership Team, the role provides support to the Military Solutions Engineering team.

Duties include:
- Contribute to team success supporting systems engineers to design this high level architecture for enhancements to operational systems.
- Work with senior engineers in discussions with customers during requirements analysis – converting operational needs into technical requirements specifications.
- Support and be involved with design analysis and associated use cases.
- Work with Business Development and Programme Management during capture & proposal phases of multiple programmes.

The candidate will be exposed to several disciplines (Specialist Engineering, Human Factors, Systems and Software Engineering, Integration and Test, System Modelling) during the placement.

Required skills, qualifications and experience
- Working towards a degree in Systems Engineering, or other related engineering degree
- Good Communication skills
- Ability to work well in a team environment
- Good IT skills in a range of SW packages
- Ability to prioritise own tasking to meet program needs

Integration & Test Engineer - 12 Month Placement - Havant

Specific Job Description

This is a 12 month placement - for students who are studying a degree which includes a year in employment.

The Integration and Test (I&T) Engineer will be responsible for tasks as assigned by the I&T Lead

The Integration and Test (I&T) Engineer will report to the I&T Engineering manager and be under the general direction of the I&T Lead.

Duties include:
- Ensuring the Test procedures are developed in line with the requirements and to the standard required by the I&T processes
- Investigation of faults found through testing
- Monitoring and Progressing fix development & embodiment
- Ensuring I&T processes for fault reporting and investigation complied with
- Producing, collecting and reporting appropriate metrics showing progress
- Using metrics to guide decisions and for management reporting

This candidate will be exposed to several disciplines (Systems, Infrastructure and Software Engineering) during the placement.

Required skills, qualifications and experience
- Working towards a degree in Computer Science, Software Engineering, Systems Engineering or other Engineering, Mathematics or Science degree
- Good communication skills
- Ability to work well in a team environment
- Good IT skills in a range of SW packages
- Ability to prioritise own tasking to meet program needs

Software Engineer – 12 Month Placement - Gloucester, Havant

Specific Job Description

This is a 12 month placement - for students who are studying a degree which includes a year in employment. Positions are available at the Cyber Works Centre, Gloucester, and Integrated Systems, Havant.

The Software Engineer will be responsible for tasks as assigned by the Software Lead. The Software Engineer will report to the Software Engineering manager and be under the general direction of the Software Lead.

Duties include:
- Working with senior engineers during requirements analysis – converting operational needs into technical requirements specifications.
- Contributing to design of high level software architectures.
- Develop software according to requirements and department processes.
- Supporting implementation teams throughout development, testing, and system acceptance phases.
- Supporting Integration & Test team during formal test phases.
- Supporting technical investigations of problems raised against the operational systems.
- Producing, collecting and reporting appropriate metrics showing progress.

The candidate will be exposed to several disciplines (Systems, Software Engineering, Integration & Test, and Infrastructure) during the placement, and will work on all stages of the Software Development Lifecycle.

Required skills, qualifications and experience
- Working towards a degree in Computer Science, Software Engineering, Systems Engineering or other Engineering, Mathematics or Science degree.
- Good communication skills.
- Ability to work well in a team environment.
- Good IT skills in a range of SW packages.

Financial Administrator - 12 Month Placement - Havant

Specific Job Description

This role is for a one year Industrial Trainee position, to work within a group of financial analysts who are involved with the financial management of Lockheed Martin contracts. This will enable the individual to gain significant experience in the financial activities of a major international corporation, working in a challenging environment.

Duties / Responsibilities:
- Financial analysis of contract performance
- Development of forecasts for planning purposes
- Controlling costs and developing appropriate budgets
- Involvement with the financial management of subcontract activity
- Use of spreadsheets and other financial system tools to assist in analysis
- Special projects

Required skills, qualifications and experience
- General knowledge of business and financial matters
- Analytical ability
- Computer skills, in particular with Microsoft packages such as Excel
- Ability to work well with a team
- Ability to think creatively and develop new processes and applications.
- Candidates studying for a degree in the fields of Business, Finance, Accounting, Mathematics, Economics or related areas and are expecting at least a 2:1.

Finance and Accounting - 12 Month Placement - Havant

Specific Job Description

This role is for a one-year Industrial Trainee position, to work within a group of accountants and financial analysts who are involved with the accounts preparation and financial management of Lockheed Martin UK Ltd and other associated legal entities. This will enable the individual to gain significant experience in the financial and accounting activities of a major international corporation, working in a challenging environment.

The main responsibilities of the role are:
- Provision of data analysis from ledger and ancillary sources as required. Use of spreadsheets and other financial system tools to assist in analysis
- Significant usage of SAP accounting system in performance of the accounting tasks
- Reconciliations and correcting entries
- Posting month end and year end journals
- Invoicing
- Assisting with external audit work, dealing directly with the auditors
- Process Improvement, internal controls testing and maintenance of process and procedures
- Special projects

Required skills, qualifications and experience
- General knowledge of business and financial matters
- Proficient in the use of spreadsheets (Excel)
- Able to work to tight deadlines and balance a number of competing priorities
- Attention to detail, accuracy and articulate
- Strong commitment and high motivation required
- Ability to work autonomously and as part of a team
- Ability to liaise with all levels of the organisation, multiple departments and external customers/auditors
- The person should be able to communicate effectively both verbally and in writing
- Ability to evolve and improve the systems and process
- Integrity to ensure the 'right thing' is done, especially in the area of internal controls