



PHOENIX GROUP OF VIRGINIA, INC

POSITION DESCRIPTION

Position: NATO Support/Allied Command Transformation (ACT)\
Experimenter II - EXP II

Department: ACT

Location: Meeting locations: Chesapeake, VA, Norfolk, VA, Washington, DC. PGV Headquarters located at 630C Woodlake Dr., Chesapeake, VA. HQ, Supreme Allied Commander Transformation, 7857 Blandly Road, Norfolk, VA.

Reports to: NATO Support/ACT Program Manager I - PM

Time Status: Full-time

FLSA Status: Exempt

Primary Functions: At the direction of the PGV NATO Support/ACT Program Manager I, provide subject matter expertise and manage assigned ACT experimentation project efforts, including planning, defining objective and priorities, resolving problems, establishing quality control procedures, and coordinating with ACT and other Contractor personnel. Work as part of the Booz Allen Hamilton (BAH) Team supporting ACT Concept Development and Experimentation (CD&E) program of work (POW). Manage customer expectations and foster strong customer relationships.

Position Requirements: Bachelor of Science, or Bachelor of Arts degree from an accredited college or university with three years experience in military experimentation.

General Experience: Three years experience in: planning, scheduling and coordinating experimentation activities in support of analyses; the development of analytical test plans and procedures; in the joint planning process.

Functional Responsibility: PGV EXP II who works in conjunction with BAH team members to provide the required expertise to execute the ACT EPOW. Interacts professionally and effectively with individuals or groups. Plans and adjusts work operations to meet changing or emergent program or production requirements within available resources and with minimum sacrifice of quantity or quality of work. Coordinates and integrates the work activities and resources of several organizational segments or of several different projects. Analyzes operational problems and develops

timely and economical solutions. Establishes experiment program objectives or performance goals and assesses progress toward their achievement. Responsibilities include; experiment project development from inception to deployment, ability to provide guidance and direction in the required tasks, and management and control of funds and resources.

Specialized Experience: Subject matter expert in the conduct of operational experimentation. Able to design, plan, execute, analyze and report on the results of NATO experiments.

Additional requirements:

- Ability to support an innovative team environment for customer and PGV teams, often with limited influence on the selection process for assigned individuals
- Eligibility to obtain NATO Secret security clearance
- Superior initiative tempered with sound advice, especially when working with difficult clients
- Ability to work with small teams of independent or minimally supervised employees
- Excellent skills in Microsoft Word, Outlook, PowerPoint, and Excel programs
- Solid communications skills
- Exceptional analytical skills for both verbal and non-verbal data

Contacts: In addition to ongoing interface with the project manager and all team personnel, this position involves frequent interaction with executive and senior managers in military, civil service, NATO, and defense industry entities.

Complexity: This job is extremely complex because of the dynamic nature of customer requirement. Resource allocation, time management and high levels of customer contact time attendant to this position require a balance of skills and time. Each project team varies in its goals, objectives, experience, and desire to succeed, making the application of resources challenging. Presentation skills are often required to help customers develop and publish complex concept diagrams and documents. When serving in a consulting role, data analysis often is complex and requires the ability to interpret raw data as it applies to business processes and customer objective.

Supervision Given: The NATO Support/ACT assignments consist of small teams working very closely together with military staff officer counterparts at ACT. "Supervision" requires adept skills of scheduling, resource allocation, and potential conflict of multiple resource conflicts of limited number of personnel and a finite hour allocation for work accomplishment. This environment requires a self-starter with tremendous personal initiative. Employees are selected for their ability to work independently, with little day-to-day supervision.

Equipment Used: The position requires use and oversight of the operation of laptop computers, cell phones, and classified computer systems.

Environment:

Works in an office environment: Yes; both as telecommuter and at client facilities. Often must provide “mobile office” consisting of portable office equipment (laptop, printer, projector, etc.)

Works in noisy environment: No

Exposed to machinery with moving parts: No

Works outdoors: No

Requires use of protective clothing or equipment: No

Works in low or high temperatures: No

Works in shipyard or shipboard environment: No

Works in a warehouse environment: No

Works with toxic or flammable substances: No

Duties:

Among the duties of a NATO Support/ACT Experimenter II are the following:

Provide subject matter expertise and manage assigned ACT experimentation project efforts – 75%

Attend meetings and provide support to client projects/programs, as required – 15%

Interpret customer requirements and align them to PGV resources – 5%

Foster and strengthen customer relationships – 5%

Perform other duties as assigned.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship.