



Requirements Manager

HOT

Job ID	EC-NA1253RM	Job type	Full-time Regular
Work country	USA	Position type	Professional
Work city	Albuquerque	Posted	22- November - 2021
Relocation	May be provided (Negotiable)	Job area	Consulting & Services
Travel	Occasional	Job category	Configuration/Engineering
Business group	DOE NNSA Support Services	Job role	Requirements Management
Business unit	ABQ	Job role skillset	Government Sector

Job description

Under general direction and federal oversight assists the Department of Energy (DOE), National Nuclear Security Administration (NNSA), W80-4 Life Extension Program (LEP) (NA-125.3) federal program director and the deputy director with subject matter expert (SME) mid to senior level Requirements Management (RM) support for a multifaceted LEP program typically consisting of a set of closely related subprograms or associated activities. The RM is responsible for ensuring defining and managing technical and programmatic requirements for all W80-4 LEP products. The RM is responsible for development and maintenance of the Requirements Management Plan (RMP). The RM continually completes analysis and assessment to validate and verify that the requirements defined are as intended, and that the requirements are identified and documented in the RMP with sufficient detail to support its projected life cycle.

The work performed is extensive in scope and requires a mid to senior career experienced individual with demonstrated job experience supporting requirements management tasks; and has previously provided day-to-day program support service as appropriate to the area of expertise; the individual assigned to this position is a self-starter with the ability to work in a highly dynamic environment, and interface with broad range of federal and military senior staff and leadership. This is a full-time contractor-support position located on-site at the NNSA offices in Albuquerque, NM. All candidates must be able and willing to travel based on assigned project demand. Travel requirements may vary.

Travel, **when again authorized**, is anticipated to be pre-planned occasional.

With the following NOTE, this is a full-time contractor-support position located on-site at the NNSA offices in Albuquerque, NM; however, **teleworking until (regular), on-site access is allowed by the federal agency.**

Required/Desired Education, Experience and Skills

- **Active** DOE Q and/or DOD TS clearance [**REQUIRED**]
- Minimum Bachelor's degree in Engineering or Science, or technical degree; with advanced degree desired. However, a degree in Business, Program/Project Management, or closely related field with relevant experience will be considered.
- As a mid/senior-career position, 8-12 years of related Requirements Management experience preferably in a Government, DOE, or Military environment, including working in a classified environment and controlling and managing classified matter desired.
- Experience utilizing an enterprise requirements management system
- Individual shall be highly knowledgeable of requirements, development techniques, change control processes, configuration audits and Government regulations, standards, and industry publications related to requirements management required to perform the task.
- Individual shall have experience in maintaining, monitoring, and reporting RM baselines and version control.
- Individual shall have experience in maintaining and updating Requirements Management Plans (RMP) and all processes pertaining to Requirements Management.



- Ability to track and follow-through on multiple often unanticipated daily, weekly, and monthly tasks.
- Excellent written and verbal communication skills with frequent and extensive use of Excel, Power Point, Word, SharePoint, and dashboards/business intelligence reports or similar programs.
- Demonstrated experience in developing briefings for senior and executive management.
- U.S. citizen

Preferred

- DOE/NNSA or DOD support experience highly desired.
- Interagency and/or multi-site experience highly desired.
- Familiarity with Phase 6.X Process highly desired.
- Nuclear weapons experience highly desired.

Position Summary of Key Roles, Responsibilities and Attributes

- Develop, publish, and implement the Requirements Management Plan (RMP).
- Develop NNSA Requirements Engineering process that will be applied to the W80-4 LEP.
- Assign or designate personnel that will be responsible for the conduct and execution of different elements of the Requirement Management Process and plan.
- Oversee the identification and management of technical requirements, to include the collection of source-level requirements into a single system-level requirements document
- Assure that the current issues of applicable source requirements documents are available for use by the Requirements Management Team (RMT) and individuals at sites, or at the subsystem and components levels, as needed, in conducting requirements related activities.
- Participate in technical analyses of source requirements documents as desired and ensure technical requirements at the system-level have been validated
- Identify concerns, issues and risks associated with source requirements and initiate resolution of these issues with appropriate program level working groups.
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- Ensure that the records package provided by the Design Agencies (DAs) and Program Agencies (PAs) for each Phase Gate is complete and archived per NNSA requirements.
- Ensure that requirements are traceable and have been allocated to applicable functional and physical architecture elements at the system-level by the DAs and are being managed in the requirements repository.
- Ensure that necessary inputs are prepared for each Phase Gate Review.
- Coordinate the collection and synthesis of requirements from source documents into a single requirement set at the program level.
- Utilize the established requirements repository that is used for the W80-4 program.
- Ensure that requirements are allocated to applicable functional and physical architecture elements at the system level and manage the allocation in the requirements repository.
- Identify technical subject matter experts (SME's) who will participate in technical reviews of the requirements especially at the program level.
- Serve as configuration authority for changes to NNSA requirements until placed under formal the W80-4 LEP Configuration Board.
- Review and control the schedule and plan RMT meetings.
- Plan and coordinate distribution of training materials to RMT participants.
- Report status updates from RMT meetings to Integrated Project Team (IPT), RSG, etc., as requested.
- Function as NNSA's technical interface during system-level requirements negotiation with stakeholders.
- In coordination with Design Agencies, plan, coordinate, and execute required system-level requirements reviews with stakeholders (e.g., the Customer Requirements Review).



- Ensure that the derived system-level requirements are maintained in the requirements repository in accordance with the expectations documented in the RMP.
- Ensure that bi-directional traceability can be shown between the various levels of requirements (technical and programmatic).
- Resolve any issues during negotiation of the interface description (ID) activities between the nuclear and non-nuclear Design Agencies.

Additional information

To be an official applicant to ESPHERA CONCEPTS, you must submit a resume and online application. Resumes submitted remain active for six months.

Candidates for positions that require a Security Clearance as noted in the requirements section of the opportunity posting will be subject to pre-employment eligibility screening to include background checks and drug screening. Some positions provide direct contractor support to the Federal Government which if individual is assigned to that workgroup may be subject to COVID vaccination and or COVID testing requirements, social distancing, masking, and other safe workplace protocols as directed.

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ESPHERA CONCEPTS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. ESPHERA CONCEPTS is also committed to compliance with all fair employment practices regarding citizenship and immigration status.