



Subject Matter Expert (SME)

HOT

Job ID	EC-NA191SME	Job type	Full-time Regular
Work country	USA	Position type	Professional
Work city	Washington DC &/or Albuquerque	Posted	30 - April - 2020
Relocation	No Relocation Assistance Provided	Job area	Consulting & Services
Travel	Occasional	Job category	Management
Business group	DOE NNSA Support Services	Job role	Subject Matter Expert
Business unit	DC ABQ	Job role skillset	Government Sector

Job description

The Department of Energy , National Nuclear Security Administration (NNSA) has need for two (2) full time Subject Matter Experts (SMEs) to support the Office of Stockpile Production Integration (NA-121). These individuals, supporting the NA-121 Program, within NA-12 (Office of Stockpile Management), will be integral members of the federal-led team working to implement a comprehensive Program designed to better evaluate product line health, develop inputs for an eventual dashboard and contributing to capability responsiveness and capacity resilience efforts for materials and production capabilities across the Nuclear Security Enterprise (NSE). This is a full-time contractor-support position located on-site at the NNSA offices in Albuquerque, NM. These are a full-time contractor-support position located on-site at the DOE/NNSA offices: Washington DC HQ/Forrestal Building. The second position may be located at the NNSA Albuquerque, New Mexico offices.

Elements of this Program include:

1. assessing the existing production capacity (and workflow across the NSE).
2. developing a robust predictive capacity modeling capability, initiated at the micro-level, and ultimately leading to macro-level monitoring of production capability health of the NSE.
3. assisting in the development of a 15-year rolling window product line health assessment; and
4. developing a capability responsiveness plan targeting a listing of all required capabilities and an alternatives proposal list for the said 15-year rolling window.

These individuals, reporting to NA-121 leadership, will be responsible as key interfaces between NA-121 and the Production Agencies in support of this Program. Recently, NA-121 assembled a team of experts (currently 5-6), working on a part-time basis, to help with developing the framework of this Program. These two individuals (among others) will be an integral part of this effort, ultimately (1) being the continuity when the expert-term has completed their assignment and is disbanded (estimated 2-4 years), and (2) supporting the tactical and strategic execution of the Program. The work to be performed is extensive in scope and preference is for seasoned/experienced individuals with: (1) relevant domain expertise in production environments within the NSE; (2) demonstrated technical and relational ability and experience working across the NSE; and (3) demonstrated management experience building, empowering and leading teams, and coalescing diverse ideas. The individuals must be self-starting, possess an ability to work in a highly dynamic environments, and demonstrated ability to interface with a broad range of federal and military leadership and senior staff. This work will require a high degree of coordination and collaboration with Federal Program Managers and Engineers, Program Managers at the NNSA Labs and nuclear weapon production facilities; as well as program/budget analysts, program/project schedulers, etc. to capture the current state of production capacity and develop a predictive health measure and related modeling capability for a responsive and resilient NSE. These are full-time contractor-support positions located at the NNSA offices in Washington D.C. (preferred); however, anticipate one of the positions could be staffed at NNSA-ABQ. The individuals will report to the NA-121 Director/Deputy Director.

Required/Desired Education, Experience and Skills

- **Active DOE Q and/or DOD TS clearance [REQUIRED]**
- Minimum 10-15+ years of related program/project experience required. At least the past five years should be working in direct support of the NSE
- Minimum of 5 years of manufacturing experience required.
- Excellent written and verbal communication skills with demonstrated experience in developing briefings for senior and executive management required.
- Staff experience in military, government, or corporate enterprise desired.
- Proficiency in the Microsoft Office suite with particular emphasis on word processing, presentation, and spreadsheet applications (i.e., MS Word, MS PowerPoint, and MS Excel).
- Minimum of a bachelor's degree in a related field.
- Active DOE Q clearance required.
- Position location in Washington D.C. (preferred but not required).
- All candidates must be able and willing to travel based on assigned project demand. Travel requirements may vary.



Roles/Responsibilities:

- Serves as the key interface between NA-121 and the Production Agencies for (insert Program title).
- Coordinates and collaborates with Production Integration Working Team to enable effective execution of program goals and communications with Production Agencies.
- Coordinates and collaborates with Capability/Capacity Health SME team on capability responsiveness and related health dashboard activities.
- Assesses existing production capacity and workflow across the NSE, while coordinating with, and leveraging, other NNSA studies such as Production Integration Working Group (PIWG), Non-Nuclear Components (NNC) Capacity Study, etc.
- Develops and executes a plan for establishing a predictive modeling capability for the NSE.
- Analyzes site inputs and production data and translates this into a concise NSE outlook.
- Provides regular updates to NA-121 leadership, and across NNSA divisions as required.
- Promotes consistent messaging to sites, NNSA leadership, and with collaborative working teams.
- Manages annual, quarterly, and other periodic reporting requirements, including program reviews, providing programmatic input, and coordinating NNSA site meetings associated with program deliverables.
- Provides program management support in the preparation, coordination, evaluation, review and analysis of program execution plans and tracking, monitoring, and reporting of program-specific milestones and updates of annual performance measures.
- Clearly and concisely conveys analysis results to all levels of Federal management in support of programmatic decisions.
- As internal processes mature, creates, and maintains database of codified and formalized procedures for NA-121 Office activities.

Attributes:

- Contributes a breadth of experience in the NSE production environment, with the ability to apply his/her understanding of manufacturing processes/products to enable influential and effective communications with the M&O sites and NNSA leadership
- Demonstrates technical ability and experience working across the NSE
- Demonstrates program or project management experience in building, empowering, and leading teams
- Demonstrates team building mentality, with the ability to coalesce a diverse set of opinions into a palatable recommendation for NNSA leadership and the M&O sites
- Maintains focus on the mission, leading and communicating with encouragement, in navigating roadblocks and hurdles toward the final goal
- Unafraid to challenge current processes and status quo. Proactive in continuous improvement at the forefront; dedicated to implementation of improved processes and business practices.
- Ability to listen to stakeholders and unify and shape their needs into an executable plan

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.

Contact ESPHERA CONCEPTS opportunities link for career insights, news and latest job opportunities. To all recruitment agencies: ESPHERA CONCEPTS only accepts resumes from agencies on our Approved Agency List. Please do not forward resumes to our applicant tracking system, ESPHERA CONCEPTS employees, or send to any ESPHERA CONCEPTS company location. ESPHERA CONCEPTS is not responsible for any fees related to unsolicited resumes.

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.