

FALCONWOOD INC.

About Falconwood, Inc:

Falconwood, Inc. is a woman/veteran-owned, small business providing executive level consultants and programmatic support to Department of Defense Information Technology (IT) initiatives and programs.

We provide expert consultation on a diverse range of IT subjects focusing on acquisition strategy, implementation activities and Information Assurance policy and engineering.

We have an immediate opening for a **Senior Process Improvement specialist** to support the development and enhancement of solutions for program management in support of Falconwood's government clients. The position will lead and facilitate the evaluation, planning, and implementation of improvements to business processes and practices related to acquisition management for large, enterprise IT programs. The candidate will analyze and design enterprise-wide workflow processes across a diverse set of programs, each with its own need for acquisition support. He/she will focus on leveraging organizational assets, technology, PEO EIS Navy strategy, and people, transforming how acquisition services are provided.

The candidate should be familiar with Program Management Offices across Navy PEO EIS and should be familiar with acquisition support to information technology programs including Information Technology (IT) networks, IT enterprise systems, IT enterprise services, business applications including ERPs, and software licensing.

Critical Competencies:

Project management, process improvement, Lean Six Sigma Black Belt, acquisition, contract compliance.

Duty Location:

Arlington, VA

**Minimal travel may be required*

The Senior Process Improvement Specialist Will:

- * Guiding and supporting strategic management including process improvement and providing support to Continuous Program Improvement (CPI) Managers
- * Provide administrative, program management support, and technical subject matter expertise in CPI processes, strategies, and implementation, including Lean Six Sigma (LSS) and Capability Maturity Model Integration (CMMI), Governmental financial management in addition to other process improvement tools and techniques.
- * Evaluate and advise the Government on all published CPI Guidance, Policy, Regulation, Statute or Instruction.
- * Conduct and provide analysis on recommended CPI best practices, including latest concepts, methodologies, tools, and technology currently used by industry and reported by the American Society of Quality (ASQ).
- * Provide CPI support at the level of an ASQ certified Master Black Belt.
- * Lead, instruct, and facilitate CPI efforts chartered to improve processes and develop more effective, efficient, and cost-wise to-be processes.

FALCONWOOD INC.

- * Coordinate the development, execution and maintenance of annual CPI Strategic Objective(s) and Action Plan(s) as directed by the Government.
- * Coordinate with SPAWAR Headquarters Transformation Office to align PEO and SPAWAR CPI deployment strategies, and leverage coaching, teaching and mentoring initiatives and resources to increase teamwork between the organizations and strengthen the institutionalization of CPI in PEO.
- * Develop, deliver, implement, and maintain a CPI Communication Plan.
- * Develop and maintain all required CPI training material in accordance with the applicable Department of Navy and ASQ LSS Body of Knowledge.
- * Prepare briefs, presentations, financial benefit tracking documentation, statistical analysis, and flowcharts and diagrams suitable for presentation at the Flag and SES level.
- * Develop and maintain an enterprise lessons learned file regarding performance management, including creation of performance metrics and management of performance metrics processes
- * Prepare executive reports and presentations, including all documentation requirements. Track and review documents and guidance for improvement

Required Qualifications:

Minimum SECRET clearance

- * Bachelor s degree from an accredited college or university
- * Ten or more years of demonstrated experience in process improvement at the Black Belt level
- * ASQ Certified Lean Six Sigma Black Belt
- * Ability to communicate well with senior leadership, peers, and staff at all levels to facilitate excellent teamwork
- * Excellent oral and written communication skills
- * Excellent computer skills, specifically in Microsoft Word, Excel, and PowerPoint
- * Excellent organizational and time management skills, with the ability to handle multiple tasks and administrative details in a fast paced and constantly changing environment

Desired:

- 5+ years of experience in information technology
- 10+ years in DoD acquisition
- Familiarity with Navy command organization and IT programs
- Proficiency with Microsoft Access, Microsoft Word and Microsoft Power Point

Please reply directly to this position description with an updated resume and your salary requirements directly to Tiffany Cannon at tcannon@falconwood.biz.

Tiffany A. Cannon

Falconwood, Inc.

Office: 703.888.4328

Email: tcannon@falconwood.biz

FALCONWOOD  INC.