

# Job Title: Senior Schedule Controller

Req ID 8830 - Posted 19/11/2019



## EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Science.

ESA is an equal opportunity employer, committed to achieving diversity within the workforce and creating an inclusive working environment. Applications from women are encouraged.

### Post

#### Senior Schedule Controller

This post is classified A2-A4 on the Coordinated Organisations' salary scale.

### Location

ESTEC, Noordwijk, The Netherlands

### Description

Reporting to the Head of the Project Control & Risk Management Service, as the successful incumbent for the Senior Schedule Controller you would support the Science Directorate in all planning and schedule related matters. You would be responsible to lead the schedule control activities in the Directorate and, more specifically, to support the Study, Project and Mission Managers for all activities related to planning and scheduling. Also included is coordinating the project and schedule controllers with relevant schedule expertise and experience with the objective to harmonise schedule and planning processes as well as procedures in the Directorate.

### Duties

Typical duties and activities would include:

- Advise internal Study Managers, Project Controllers and Schedule Controllers on schedule control best practices, methods, processes and procedures;
- Advise external ESA partners, including industry and academia about schedule control best practices, methods, processes and procedures for science missions and provide hands-on training and support as necessary to ensure up-to-date and accurate schedule reporting;
- Design and maintain training material in order to improve schedule related competence and skills both within the Directorate and with external partners;
- Raise and maintain a high level of awareness on the importance of competent schedule management and control on mission level; promote the awareness of schedule impact on cost at completion and on risk assessments;
- Contribute to the preparation, development and maintenance of the overall schedule aspects of the mission master schedule. You will establish a regular and harmonised approach to schedule reporting from all mission elements to aggregate and integrate the schedules to the level of the mission master schedule;
- Lead the harmonisation efforts for the schedule data interfaces amongst the different science missions and mission elements (ground segment, spacecraft, payload, launcher);
- Lead the implementation and operation of planning and control procedures to provide full visibility on all activities related to the progress, based on established procedures and information systems; participate in the establishment of baseline schedule and plans;
- Support in the preparation of tender documents with respect to schedule requirements and participate in the evaluation of proposals; assist in the preparation of information required for subsequent contract negotiations;
- Support project reviews and proposal evaluations in the Directorate and in cooperation with other Directorates with schedule and planning expertise and advise;
- Perform schedule analysis through critical path analysis, trend chart analysis and simulations;

- Assist in the identification of potential problem areas and propose mitigation actions; preparing reports as required;
- Ensure consistency and provide analysis between the baseline and reported schedules provided by the members of industrial consortia of different hierarchical levels or other mission partners;
- Train junior schedule and planning officers in the Directorate and the relevant interfaces within the external scientific and industrial teams;
- Support the Head of the Project Control and Risk Management Service as requested.

In addition to these transversal duties, you will be dedicated to supporting one or more projects/missions and in this role, will functionally report to the respective Project Controller & Administration Manager(s) of the assigned mission(s).

## Technical competencies

Experience with schedule control principles and techniques  
 Experience in procurement, project management, reviews and milestone achievement  
 Understanding of the relevant ESA procurement regulations  
 Project development phases  
 ESA Space systems development, verification and review processes and standards

## Behavioural competencies

Communication  
 Relationship Management  
 Planning & Organisation  
 Self Motivation  
 Results Orientation  
 Teamwork

## Education

You should have a Master's degree or equivalent qualification in a relevant engineering or Business Administration domain

## Additional requirements

Your professional background should include significant experience as a schedule controller within a project or programme preferably at Agency or industry level. Knowledge and understanding of space systems architecture will be also considered an asset.

Substantial experience is essential in establishing, utilising and adapting advanced schedule control techniques and principles.

You are expected to demonstrate a results orientated approach including taking initiative, balancing several priorities, showing resourcefulness and pro-activeness while working in an autonomous manner. Strong relationship management skills include working with others in an assertive yet cooperative manner. Organisational skills include the ability to rapidly assimilate and synthesise complex information for several missions with several interfaces. Your training duties require a mastery of schedule control principles combined with the communication and presentation skills necessary to educate and motivate others.

## Other information

For behavioural competencies expected from ESA staff in general, please refer to the ESA Competency Framework.

The working languages of the Agency are English and French. A good knowledge of one of these is required. Knowledge of another Member State language would be an asset.

The Agency may require applicants to undergo selection tests.

## The closing date for applications is 17 December 2019.

If you require support with your application due to a disability, please email [contact.human.resources@esa.int](mailto:contact.human.resources@esa.int).

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 Please note that applications are only considered from nationals of one of the following States: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, the United Kingdom and Canada and Slovenia.

According to the ESA Convention the recruitment of staff must take into account an adequate distribution of posts among nationals of the ESA Member States. When short-listing for an interview, priority will first be given to internal candidates and secondly to external

candidates from under-represented Member States. (<http://esamultimedia.esa.int/docs/careers/NationalityTargets.pdf>)

In accordance with the European Space Agency's security procedures and as part of the selection process, successful candidates will be required to undergo basic screening before appointment.

Recruitment will normally be at the first grade in the band (A2); however, if the candidate selected has little or no experience, the position may be filled at A1 level.