

Job Title: Head of the Space Transportation Policy and Communication Office

Req ID 10263 - Posted 20/07/2020



EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Space Transportation.

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

Head of the Space Transportation Policy and Communication Office

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

Location

ESA Headquarters, Paris, France

Description

As Head of the Space Transportation Policy and Communication Office, reporting to the Head of Strategy and Institutional Launches in the Directorate of Space Transportation (STS), you will be responsible for designing policies for the European space transportation sector, coordinating relations with Member States and non-member States, leading space transportation communication actions and reporting and providing analysis.

You will manage a small team.

Duties

Duties of the Head of the Space Transportation Policy and Communication Office include:

- supporting the definition and review of strategy for the European space transportation sector, which also drives system studies and roadmaps, including the governance of the development and exploitation of space transportation in Europe;
- supporting ESA decision-making related to space transportation matters and the ESA decision-making body in charge of space transportation matters, including in terms of planning of decision milestones;
- drawing up programmatic requirements and ensuring coherence in the drafting of Programme Proposals, Declarations, Implementing Rules and Agreements;
- coordinating the Directorate's relations with Member States and non-member States and supporting related negotiations;
- assessing the socio-economic value and life cycle of ESA's space transportation activities as well as the evolution of the worldwide space transportation market and providing regular analysis;
- providing the Directorate's contributions to corporate action plans;
- leading and conducting STS communication across programmes and activities and sites, including the communication part of the CSG contract, regularly updating the rolling communication plan for the external communication of the Directorate and fostering outreach of ESA space transportation activities.

As Head of Office, the required managerial duties include:

- taking responsibility for delivering team results, providing direction, including the planning and distribution of team members' activities and delegating responsibility;
- assessing individual performance against objectives and providing continuous constructive feedback;
- creating a motivating work environment and promoting a good team spirit.

Technical competencies

Knowledge of technical space transportation aspects
Understanding of the space transportation market
Capacity to perform economic analysis and identify future business trends and drivers
Strong analytical and reporting skills
Knowledge of the ESA institutional framework

Leadership competencies

Acting as a role model
Promoting diversity
Driving performance
Developing & motivating people
Fostering cooperation & effective team-working
Strategic vision & business context
Leading change

Behavioural competencies

Communication
Teamwork
Planning & Organisation
Developing & motivating people

Education

You should have a Master's degree in a relevant discipline.

Additional requirements

You should demonstrate:

- the ability to manage a team and drive its performance
- strong cognitive and analytical skills
- proactivity, flexibility and strong organisational skills
- people management experience and experience in a technical space domain is an asset.

In addition, you should have:

- the potential to manage individuals or a team
- the ability to organise their activities and ensure a motivating work environment
- strong leadership capabilities, with proven relationship management and communication skills
- the ability to drive your team's performance, developing your people by encouraging learning, delegating responsibility and giving regular constructive feedback
- strong problem-solving skills to deal with day-to-day operational challenges, together with demonstrated planning and organisational skills
- a strong results orientation with the ability to set priorities and present practical solutions both orally and in writing
- the ability to manage challenging situations proactively and constructively and to be customer focused.

Previous people management experience is an asset for the position, as is international experience, i.e. outside the candidate's home country, as well as experience in diverse functional areas relevant to the activities of ESA.

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 Monday, 24 August 2020.

If you require support with your application due to a disability, please email contact.human.resources@esa.int.

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.