

Station Project Manager

Job Location

Geraldton, Australia

Area / Department

Project Management

Contract Type

Fixed Term Contract

Salary

AUD 160,000 - 200,000 depending on experience, with excellent benefits

Closing Date

20/07/2023

Ref No

10255

At the SKAO we are coordinating a global effort to deliver one of the largest science facilities on the planet. The SKAO telescopes will be next-generation instruments that will help to answer key questions in astrophysics, drive technological innovation and support human capital development.

More than a dozen partner countries and over a thousand scientists and engineers around the world are already on board, making the SKA project an international collaboration like no other, and one of the most ambitious science and engineering endeavours of the 21st century.

Headquartered in the UK, with telescope sites in Australia and South Africa, the SKAO will be one observatory operating two telescopes, an endeavour spanning three continents. Multinational by design, in early 2021 the SKAO became an intergovernmental organisation, one of only a select handful of science infrastructures to do so worldwide.

Construction activities for the SKAO's telescopes in Australia and South Africa started in 2021, along with a ramping up of SKAO staff in both countries. It is expected that the transition from the Construction Phase to the Operations Phase will happen around 2028.

SKAO Operations in South Africa will be conducted in partnership with the South African Radio Astronomy Observatory (SARAO). SKAO Operations in Australia will be conducted in partnership with the Commonwealth Scientific and Industrial Research Organisation (CSIRO). The Observatory will also partner closely with a global network of SKA Regional Centres through which astronomers will access science data products and a suite of tools and resources to further analyse the SKA telescopes' data.

For more information on the SKA project visit <https://www.skao.int/>

The SKA Observatory offers a competitive salary and a generous pension and benefits package. As an employee of an intergovernmental organisation, an appointee who is not a national of the country in which the role is based may be subject to personal Privileges and Immunities.

An exciting opportunity for a Project Manager with experience in engineering systems delivery to join an international, multicultural organisation and build the largest radio telescope on the planet.

The Role

The SKAO Project Management Group holds the project management and control expertise within the Observatory. During construction, the Project Managers procure and deliver their assigned parts of the telescopes' facilities by managing a portfolio of contracts and internal work packages. The Project Managers are responsible for delivery of their scope within the agreed budget and schedule, managing change, risks and issues, and performing regular reporting and variance analysis.

In Australia, the SKAO is collaborating with CSIRO to operate and support the construction of the low frequency telescope, known as the SKA-Low Telescope, in remote Western Australia on Wajarri Yamaji Country.

The Station Project Manager will manage and coordinate the delivery of the Stations which together comprise the SKA-Low Array. The SKA-Low Telescope will initially comprise 307 stations, each consisting of 256 low-frequency antennas and their supporting digital systems (Power and Signal Distribution, Signal Processing System). The stations will be built across 74km of the telescope site in the Murchison region.

The Station Project Manager will lead a team from SKAO, CSIRO, contractors and consultants to deploy, integrate and qualify the systems into a functioning station and handover to the System Integration and Verification team. They will work closely with other project managers, the project control team, engineers, procurement specialists, assurance and operations staff.

This role is known internally as Project Manager - SKA-Low Station and will report to the SKA-Low Senior Project Manager. The role will also have a strong working relationship with the SKA-Low Engineering Operations team, who will deliver the deployment and integration of the stations, and the Site Management Team who will coordinate activities at the SKA-Low Telescope site.

This role will be a 4-year fixed term appointment and will be based in Geraldton, Western Australia. Regular travel to SKAO sites will be required - typically every 2-4 weeks travel to the Murchison site and/or Perth, and 1-2 times per year international travel.

SKAO is committed to providing an inclusive and flexible working environment, meeting the requests of our Colleagues whilst also fulfilling the needs and objectives of the Observatory.

We encourage applications from under-represented groups such as women and individuals with disabilities, as well as open conversations during the recruitment process in relation to any specific requirements.

There may be occasions where this role requires the post holder to work across different time zones and, in line with SKAO policy, flexible working hours will be supported in agreement with the line manager.

Key Responsibilities, Accountabilities and Duties

- Manage the deployment and integration of stations for the SKA-Low Telescope through to successful completion within budget and schedule and complying with relevant legislation, policies and frameworks.
- Lead and manage a large, diverse team comprising SKAO and CSIRO employees, consultants from partner organisations and contracted labour, with multiple activities overseen and integrated. Coach more junior colleagues and influence both internal and external stakeholders to achieve better outcomes for the project.
- Manage and develop an effective governance and control environment to ensure the delivery of stations proceeds to plan and corrective actions are implemented as appropriate.
- Assess safety, environmental, reputational and financial risks associated with the portfolio, recommend and implement corrective actions and report to senior management in order to ensure risks are understood and appropriate actions are taken.
- Build good working relationships with internal and external stakeholders to gain buy in, deliver assigned parts of the project and support effective collaboration.
- Where contracts are not yet awarded, conduct rigorous tender, evaluation and selection processes, complying with organisational policies to select suppliers which best meet the resource requirements of the project and organisation.

Mandatory Knowledge, Skills and Experience

- University degree in engineering, physics or project management, or equivalent experience.

- Professional project management training or qualification, with deep understanding of the theoretical principles which apply to project management.
- Experience of delivering engineering systems through to completion, either as client or contractor, within a large/complex project or programme.
- Knowledge of the technical specialisms being managed (radio frequency engineering, electronic systems, fibre networks).
- Experience of delivery in a remote environment.
- Ability to monitor, plan and manage within an agreed budget and schedule, producing reports and analysis.
- Ability to provide team leadership for a multi-disciplinary, multicultural, geographically dispersed team, building an inclusive environment that enables effective delivery from all team members.
- Excellent communication skills with the ability to influence behaviours of internal and external stakeholders at all seniority levels.
- Ability and willingness to travel as required (typically every 2-4 weeks travel to the Murchison site and/or Perth, and 1-2 times per year international travel).

Desirable Knowledge, Skills and Experience

- Experience in radio astronomy or other large-scale research infrastructure projects.
- Knowledge of systems engineering.
- Experience in managing delivery in multi-national projects.

Equality Diversity and Inclusion Statement

SKA Observatory recognises that our diversity is a strength. We aim to create a welcoming and inclusive environment where everyone feels they belong, and diverse perspectives and ideas thrive. As such, Equality, Diversity, and Inclusion are at the core of SKA Observatory's agenda.

Our aim is to recruit and retain the most talented individuals, regardless of gender, race, disability, age, sexual orientation, marital status, religion, nationality or background.

Women have traditionally been under-represented in the fields of science and engineering; SKA Observatory welcomes and encourages female applicants.

Where applicants with a disability need facilities or adjustments to enable them to participate in the recruitment process, these will be provided.

SKA Observatory welcome all candidates, especially those from member countries.

The "How to Apply" information contained within the SKA Observatory recruitment portal provides more detail regarding our application and selection approach.

Senior Project Schedule Analyst

Job Location

Cheshire, UK (Head Office)

Area / Department

Project Management

Contract Type

Permanent

Salary

GBP 57,000 - 67,000 depending on experience, with excellent benefits

Closing Date

04/08/2023

Ref No

10258

At the SKAO we are coordinating a global effort to deliver one of the largest science facilities on the planet. The SKAO telescopes will be next-generation instruments that will help to answer key questions in astrophysics, drive technological innovation and support human capital development.

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Our Global HQ is located near the buzzing city of Manchester at the historic Jodrell Bank Observatory, a UNESCO World Heritage site located in the Cheshire countryside. It is home to a rapidly expanding international team of more than a hundred, working in a highly collaborative and inclusive way, in coordination with SKAO teams in Australia and South Africa as part of a global astronomy and engineering community.

Being part of Team SKA means contributing to something extraordinary: a uniquely exciting project to advance human knowledge that will last for decades. In return, we offer a diverse multicultural working environment, 30 days annual leave plus public

holidays, a generous pension scheme, visa and support with relocation (if applicable), regular social events, a family-friendly environment and much more. Come and join us!

An exciting opportunity for a Senior Project Schedule Analyst with extensive experience in EPC management to join an international, multicultural organisation and support the construction of the world largest radio telescope.

The Role

The SKAO Project Management Group holds the project management and control expertise within the Observatory. During the construction phase, the Senior Project Schedule Analyst will be a key member of the Project Controls Team who is responsible for maintenance of the Project Management Control System including scheduling, earned value management (EVM), budgeting, risk and change control, ensuring storage and retrieval of schedules, cost and related planning data, and produce several high-level documents such as the SKAO Monthly Reports.

The Senior Project Schedule Analyst will manage the entire schedule of key elements for both telescopes based in Australia and South Africa. The Senior Project Schedule Analyst will be based at the SKAO HQ in the UK and occasional international travel will be required to SKAO offices in the host countries (typically for one week once a year).

The role is known internally as Senior Project Schedule Analyst, SKA Mid and Low Telescopes and will report to the Project Controls Manager. They will work closely with project controls team members, project managers, engineers, procurement specialists, assurance, configuration, and operations staff to support effective and proactive control of project plans and schedules.

This position requires a strong commitment to excellence in the development and support for schedule control and project management systems, processes, resources and tools.

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There may be occasions where this role requires the post holder to work across different time zones and, in line with SKAO policy, flexible working hours will be supported in agreement with the line manager.

Key Responsibilities, Accountabilities and Duties

- Manage the Construction Schedule and associated documentation/reports, complying with relevant legislation, policies, processes and frameworks.
- Provide specialist advice to senior management or senior programme/project leaders to support change through understanding and insight, and have an impact on overall programme/project performance.
- Manage, coach and mentor other scheduler(s) on the team to ensure staff have the necessary skills and understanding to deliver their requirements.
- Take prompt action to resolve any issues in accordance with relevant project managers, including managing and mitigating schedule variances.
- Manage schedule quality reviews; identify, assess and take action to mitigate risks to project success.
- Lead (or prepare) Level 1 to Level 3 schedule in a complex project environment with particular emphasis on critical path analysis.
- Coordinate the overall planning and scheduling activities on programme/project by interfacing with project managers, engineers and other stakeholders.
- Manage project schedules, analyse schedule variations, and evaluate project trends and schedule forecasts.
- Assist in the preparation of schedule data for proposals or contracts.
- Perform in-depth what-if scenario analysis and logic analysis of schedules.
- Perform variance analysis in close collaboration with Risk and Cost Analysts.
- Provide regular training sessions around Primavera P6 and Schedule activities.
- Perform other duties as reasonably requested by the line manager and/or senior management.

Mandatory Knowledge, Skills and Experience

- Degree qualified or equivalent experience supported by a relevant professional project or programme management qualification, with deep understanding of the theoretical principles which apply to project and programme management.
- Significant planning and scheduling experience in an engineering, procurement or construction (EPC Management) environment (typically around ten years).
- Expert in using Primavera P6 software and strong MS Excel skills to monitor, plan and manage an agreed schedule within a defined area, producing reports and analysis.
- Experience in managing and coaching team members and providing Schedule training to all stakeholders.
- Ability to interpret and apply policy to the specific service area of a function, including best ways to achieve objectives within the policy framework.
- Ability to organise own work and plan ahead for others, taking account of priorities and the impact on other people.

- Good communication skills with the ability to influence behaviours of internal and external stakeholders at all seniority levels.

Desirable Knowledge, Skills and Experience

- Experience working with multicultural and/or geographically dispersed teams across different time zones.
- Experience in managing delivery in multi-disciplinary, multi-national projects.
- Science and industry experience and/or a track record in successful collaboration with industry.
- Experience working with Microsoft Office and Google suites applications, Jira, Confluence and Acumen.
- Experience or knowledge of NEC and associated procedures and processes.
- Quality-focused with strong attention to detail and the ability to maintain a 'whole project' perspective.

Equality Diversity and Inclusion Statement

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HR Service Delivery Manager

Job Location

Cheshire, UK (Head Office)

Area / Department

Business Support

Contract Type

Permanent

Salary

GBP 45,000 - 50,000 depending on experience, with excellent benefits

Closing Date

21/07/2023

Ref No

10260

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An exciting opportunity to support the delivery of the SKAO HR service to all stakeholders by ensuring delivery standards are met, KPI's achieved and a continuous focus on improving service delivery is in place.

The Role

The position of HR Service Delivery Manager provides a unique and challenging opportunity for a service focused HR Generalist to join a small dynamic HR team, working within an Intergovernmental Organisation (IGO) that will break new ground in the world of Astronomy.

Based at our Global HQ at the iconic Jodrell Bank Observatory, Cheshire, UK, the HR Service Delivery Manager will work across a broad range of activity spanning the complete employee lifecycle supporting colleagues across the HQ and at our host locations in South Africa and Australia.

SKAO brings together a wealth of the world's finest scientists, engineers, policy makers and specialists and with more than 25 different nationalities represented we offer an opportunity to work in a diverse environment at the heart of an exciting and challenging project to design, build and operate the world's largest radio telescope.

Working collaboratively with the wider HR Team, the HR Service Delivery Manager will play an integral role in achieving the HR strategy, and requires an individual that can work confidently, independently and comfortably in a fast-paced environment that brings competing demands, unique complexity and often requires the need for creative and innovative solutions.

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Key Responsibilities, Accountabilities and Duties

- Manage queries from all levels of Colleagues in relation to the interpretation of HR related policies including meeting with manager and individuals to provide support and advice.
- Drive the HR standard of service to have a positive impact on customer experience.
- Manage the HR Helpdesk to triage, and monitor service requests, responding to complex queries, escalating and delegating as required
- Ensuring distribution of workload across the team, and that matters are responded to and resolved in a prompt and timely manner in line with SLA.
- Lead ER case work with support directed to and delivered through team members.
- Take accountability for the team coordination, and delivery, of the induction and onboarding of new Colleagues including relocation queries and requests.
- Take the lead on specific HR related projects across the employee lifecycle to continuously improve the service offering and align to new legislation as required
- Implementation of HR processes and procedures, working collaboratively with the wider HR team to embed process improvements and enhance service provision
- Work collaboratively with the wider HR team to ensure process standards are achieved.
- Provide input to the delivery of HR initiatives as the organisation continues to evolve and grow ensuring that existing processes are adapted to be fit for purpose.
- Lead, coach and develop the HR Administrative team to achieve service standards consistently and to seek to continuously improve customer experience.

Mandatory Knowledge, Skills and Experience

- CIPD qualified, or equivalent level of experience.
- Ability to work autonomously with excellent organisational and planning skills.
- Work collaboratively building positive relationships globally across the wider HR and leadership teams.
- Proactive, logical and service focused approach with the ability to challenge and influence.
- Proven background working with an HR environment ideally in a varied role spanning the employee lifecycle.
- Excellent communication and interpersonal skills with the ability to form effective working relationships within a diverse environment.
- Flexible team player who is adaptable to change and committed to delivering a high quality of service.
- Excellent organisational skills and time management ability with high level of attention to detail.
- Excellent written and verbal communication skills in English.
- Resilient with the ability to deal with ambiguity and complex issues and exceptional learning agility.
- People Management experience with a focus on motivation, support and development.

Desirable Knowledge, Skills and Experience

- Prior experience of implementing new HR initiatives.
- Use of helpdesk management systems and HR Management systems (Cascade, JIRA, Hireserve, Unit 4).

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