

HL-LHC Resources request

Date:2015/12/14

Title Position/Task: Coordination and schedule officer

Description Project:

Within the Organization, Scheduling & Support Section you are responsible for planning and coordination of installation of different projects associated to the accelerator complex: Neutrino platform, injector consolidation... Stakeholders of the section are the Beams, Physics, General Services and Technology departments, as well as the other groups within the Engineering department itself.

Task:

In collaboration with the different stakeholders, you will:

- Plan and coordinate all installation and maintenance activities for the different accelerators, ensuring all activities are carried out within agreed overall schedule.
- Prepare all supporting documentation and liaise between the stakeholders.
- Manage the impact of operational problems affecting the installation and maintenance work on the schedule, in order to minimize any delays.
- Identify and resolve conflicting co-activity issues with the stakeholders concerned and the Project Leaders
- In collaboration with the relevant Safety Coordinator, ensure that all safety concerns related to the installation work are identified and that the relevant safety rules/procedures are applied.

Profile: Master's degree in the field of engineering, physics or project management (or equivalent).

Experience:

The training or experience required for this support activity are:

- project management and coordination;
- organisation, planning and control processes;
- working with project planning tools;
- communication skills;

demonstrated experience in the above as well as in engaging stakeholders

Specific details: Spoken and written English: French is an asset and the willingness to learn French is required. The ability to understand and speak both languages in professional context is an important asset, as well as the ability to draft texts for publications and/or official communications, and make oral presentations in both languages.

Requester: M. Bernardini

Approved by: K. Foraz

Budget code: 89100

Visa Budget Officer

Date:2015-12-14

Distribution List:Madrid, Oviedo, Warsaw

Proposal:

To be filled by the University with reference to list of candidates or team work proposal