

## HL-LHC Resources request

**Date:**2015/12/14

**Title Position/Task:** Coordination and schedule officer

**Description Project:**

As an Organization & Scheduling Support in the Engineering Department (EN), Experimental Areas Group (EA), Engineering and Coordination Section (EC) you will join:

- The Engineering (EN) Department that provides engineering competencies, infrastructure systems, and technical coordination for the world's largest particle accelerator complex and its experimental facilities.
- The Experimental Areas (EA) Group which is responsible for planning and coordinating all activities in many of the CERN Experimental Areas. The group provides support to the experiments that use the different CERN accelerators in the preparation, integration, installation, and operation, as well as the design, installation, and maintenance of the secondary beam areas.

Following the initial training within the EN-EAGroup, as a project and group planning and coordination support officer, within the Engineering and Coordination Section you will take over planning responsibilities and support the team for the planning and coordination of installation, maintenance shutdown and repair activities for the different experimental areas during long shutdowns, technical stops and operation. In the context of the group activities and following respective priorities, you will also provide planning support for different CERN projects such as the EHN1 extension, Experimental area consolidation and Elena project, ensuring adequate resource coordination within the EN-EA group. Stakeholders of the group responsibilities 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:

- Together with the respective project leaders or beam area responsible, develop and maintain an implementation planning tool and provide coordination support for all installation, operation and maintenance activities for the different experimental areas;
- This implies the follow-up of all group activities so that they are initiated in due time and ensuring that all activities are carried out within agreed overall schedule;
- Contribute to supporting documentation and liaise between the stakeholders;
- Report on operational problems affecting the schedule of installation, upgrade or maintenance work, in order to minimize any delays;
- Identify possible conflicting co-activity issues within the group as well as with the concerned stakeholders;
- Propose planning/coordination measures in order to mitigate the above listed issues;

**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 and obtaining consensus around commonly agreed objectives are considered as an important asset.

**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. Brugger

**Approved by:** M. Brugger

**Budget code:**

**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