

Scheduler/Risk Administration Officer

Location: UK, Stevenage

Deadline: 25/10/2019

Reference: AGPD-166753-2

Contract duration: Permanent employment contract, kick off expected September 2020

In support to one of ESA's ongoing missions (expected to enter the B2 phase in Q3 2020) Sapienza is recruiting a Scheduler / Risk Administration Officer the Project in terms of schedule and risk control.

Responsibilities of the Scheduler/Risk Administration Officer

Provide support in schedule control for the Spacecraft, as defined in the ESA requirements and ECSS M-60:

- Update the Schedule Database Architecture (schedule tree)
- Decompose work package into schedule activities and milestones
- Identify the logical relationships among schedule activities
- Estimate the number of work periods to complete individual schedule activities
- Develop the schedule
- Enter project activities and milestones with attributes (durations, relationships, leads, lags, constraints, calendars and floats)
- Organize project activities and milestones according to the schedule tree
- Update current layouts and filters required to organize and communicate the schedule
- Run the tool calculations
- Analyse the schedule (activity sequence, durations and constraints)
- Conduct Critical Path Analysis, schedule compression, simulations, what-if scenario
- Collect schedule progress information from the Industrial Manager, the Work Package Managers and Suppliers
- Update the Current Schedule with agreed changes
- Run the tool calculations and conduct the critical path analysis
- Perform the schedule variance analysis; edit the schedule comparison bar chart
- Prepare and issue Schedule reports or quick look reports (bar charts, progress, assessment, comments)
- Provide master bar chart and trend charts for the internal monthly progress report
- Save and archive the approved schedule as the Original Baseline Schedule and then as the Baseline Schedule Management up to the end of the project.
- Provide every 4-6 weeks (in line with progress meetings with ESA) overall update and schedule report.

In addition, the following tasks in Risk Management will be expected:

- Support the Project Manager in the implementation of Risk management activities in accordance with the Risk Management Plan, ESA requirements and ECSS-M-ST-80C
- Consolidate to the risk management process from internal, commercial and Work package managers

- Consolidate inputs to the risk management process from system/equipment/service provision subcontractors
- Own and maintain the project risk database
- Regular Risk and opportunity reporting
- Organise and administer risk analysis meetings.

Profile for the Scheduler/Risk Administration Officer:

- Master's degree in Business Administration, Finance or similar;
- At least 4 years of relevant work experience in scheduling and planning with experience in the application of schedule management and control principles;
- Ability to establish/utilize advanced schedule control techniques, including Critical Path Analysis, Trend Chart Analysis and simulations;
- Some experience in Risk Management, analysing probability and impact and maintaining an ongoing risk register;
- Strong knowledge of SAP and Excel;
- Previous experience working on ESA missions will be considered a strong advantage;
- Excellent organisational skills;
- Strong attention to detail;
- Ability to work independently in a heterogeneous team;
- Fluent in English;
- Willing to obtain EU (or UK) security clearances if needed;

Contact:

Candidates must be eligible to work in the EU

Please send your CV (in English) as soon as possible, but no later than **the 25th of October 2019** to jobs@sapienzaconsulting.com