ING Job Description

Grade E-F	Head of Operations, interim			
Post reference:	LO01i	Last revision:	2022-05-31	Version Nº 0.1

Department / Group

Operations

Hierarchical Dependency	Functional Dependency
Head of Engineering	Head of Engineering

PURPOSE

Main purpose for the post

- To provide organizational management of the Operations Team in the absence of the Head of Operations.
- To plan and coordinate maintenance of equipment and infrastructure.

Associated duties and responsibilities

- Coordinating daily activities of the Operations group related to WEAVE integration, verification and testing, through an in-depth understanding of the evolving WEAVE integration-testing steps and schedule.
- Providing an effective liaison between Operations Group and the WEAVE Project Manager.
- Chairing daily mountain operations meetings, providing staff with an overview of activities, delegating routine and repair work, and ensuring they have a sufficient understanding of the priorities for the day/week, and ensuring with group heads an adequate level of coordination.
- Assuming prime responsibility for handing over the INT every day to observers and ensuring it remains working satisfactorily throughout the night. This is to include the WHT once the WHT starts routine observations after WEAVE commissioning.
- Taking a leading role in planning ING's maintenance programme, in coordination with other engineering groups.
- Leading the Operations group, providing line management supervision of group members: agreeing yearly work plans, monitoring them during the year; ensuring that members of the Operations group have the skills, knowledge and resources required to carry out their tasks in a safe and efficient manner, and establishing and documenting a training programme for their personal development.
- Chairing regular Operations meetings with telescope managers and representatives from engineering and astronomy groups to discuss previous faults, their status and remedies, together with future operational requirements. Reviewing the engineering requirements for telescope operations, providing operational constraints on the observing schedule.

- Taking responsibility for the management of budgets for operational infrastructure and development. Preparing budgets and balancing spend to allocation over the financial year.
- Taking responsibility for ensuring that operational documentation is accurately produced, is used and updated, including daily check lists, instrument changes, manuals and operation procedures.
- Taking a pro-active approach to addressing operation and maintenance issues, instigating and proposing improvements to ING procedures and strategic plans regarding operation and maintenance.

Appointment
Full time

Mobility
Occasional travel to visit suppliers, to project meetings and project reviews.

Remarks
N/A

RESPONSIBILITIES

People management	Annual budget management
Operations Group (~10-15 pax)	~€900k

Results / Other

REQUIREMENTS

Education

Minimum	Preferred
Degree in mechanical, electronics, telecommunications engineering, physics, software development or equivalent discipline.	Master's degree in same disciplines.

Experience

Minimum	Preferred
Five years in an engineering post in an operational environment.	Five years in an astronomical observatory. Managerial experience in an operational environment.

Specialist competencies

From ING's Competencies Dictionary at
https://titania.ing.iac.es:8444/display/ING/Description+of+ING+Competencies

Technical disciplines	Level
Mechanical engineering; electronics; software; control & automatics; optics	Advanced in at least one of the disciplines
Project management	Advanced

Transversal competencies

Personal Competencies	Basic	Intermediate	Advanced	Expert

Analytical			X	
Decision making			X	
Initiative, proactivity				X
Flexibility, adaptability			X	
Personal management			X	
Relational Competencies				
Effective leadership			X	
Team work			X	
Effective communication			X	
Functional Competencies				
Strategic thinking			X	
Planning, organisation				X
Resource optimisation				X
Technical Competencies				
Written communication			X	
Information technology			X	
Foreign languages		X		
Health and safety			X	
Multidisciplinary				X