



WEAVE support role

Ref: LSR04_22 *Closing date for applications: 12:00(WEST) on the 25th May 2022*

As part of the last steps of WEAVE Project the ING intends to reinforce WEAVE Project Support Office, carrying out an internal selection process. The position offered is a WEAVE Project Support role.

Reporting to the Head of Engineering and Head of Astronomy and contributing to the general support tasks of WEAVE Project, the post is ideally suited for a versatile professional, with a general understanding of WEAVE Project, proficient in Jira/Confluence systems, and knowledge of the general role of a Project Support Office role.

PURPOSE, RESPONSIBILITIES AND DUTIES

Main purpose for the post

- Provide general support to WEAVE Project in several areas, following Project Manager and ING Head of Astronomy instructions.

Associated duties and responsibilities

The principal duties associated with this post include, but are not limited to:

- IT Support
 - Assisting in the administration of site-wide Linux systems specifically with regards to the WEAVE control systems.
 - Creation and maintenance of complex Jira projects which require non-standard workflows, field configurations and permissions.
 - Creation of Confluence interfaces for requesting and processing WEAVE data.
- Project Support
 - Maintenance and analysis of technical engineering data required to analyse instrument performance and pinpoint faults.
 - Organisation of project-related documentation needed to solve instrument-specific faults.
 - Implementation of engineering principles and techniques used to transition from projects to operations.



- Technical Engineering Support
 - Provide a technical interface between the Astronomy Group and system suppliers so that faults and performance issues can be resolved efficiently and effectively.
 - Provide a first point of contact for a variety of engineering issues that have not previously been encountered and because of a lack of information cannot be assigned to a specialist.
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SHORT-LISTING CRITERIA

Kind of Person

This recruitment due to its characteristics is only suitable for ING Staff with an open-ended contract.

Qualifications

- **Minimum:** Professional qualification.
- **Desirable:** Degree, Master, or PhD.

Languages

- **Minimum:** fluent in Spanish and English.

Other requirements

Applicants must also have:

- Knowledge of Jira/Confluence systems;
- General understanding of WEAVE Project.

Valued knowledge, skills and personal qualities

Work for this post will usually be on demand from WEAVE Project responsables, but may require the use of discretion and initiative, or a knowledge of processes and procedures. Tasks will fall within clearly defined rules and procedures. Supervision will be available through Head of Engineering and/or Head of Astronomy.

For this post the following competencies are expected:

- Flexibility and adaptability. A teamwork spirit.
- Written communications skills.
- Fluency in the use of information technology tools for work and for communication.



CONTRACTUAL INFORMATION

This position will represent an opportunity for one member of ING Staff to carry-out different functions. This is not a change of position in a permanent basis. The chosen candidate will go back to his/her previous position on April 2023. The appointment will be at grade C.

APPLICATIONS

To apply for this post, use the standard ING external job [application form](#), and fill in:

- Box 1: personal data
- Box 10 on page 4: why are you interested in the post, and indicate the relevance of your qualifications and experience to the job.
- You may optionally fill in box 9 (career history) if you believe the information strengthens your candidacy.

Applications must be sent to recruit@ing.iac.es

The form must be completed in English. Information related to the terms and conditions is available from the Head of Administration (juanjo@ing.iac.es).

FURTHER INFORMATION

Further information is available from ING Head of Engineer (don@ing.iac.es) or Head of Astronomy (crb@ing.iac.es),

The ING is fully committed to equality of opportunity in the workplace.

The closing date for applications is 16:00 (WEST) on the 25th May 2022.