# Telescope RAM And Logistics Engineer (10171)

**Job Location**

UK (Head Office)

**Area / Department**

Telescope Operations

**Contract Type**

Permanent

**Salary**

Competitive salary with generous pension, private healthcare and leave benefits

**Closing Date**

30/05/2022

**Ref No**

10171

At the SKAO we are coordinating a global effort to deliver one of the largest science facilities on the planet. The SKAO telescopes will be next-generation instruments that will help to answer key questions in astrophysics, drive technological innovation and support human capital development.

More than a dozen partner countries and over a thousand scientists and engineers around the world are already on board, making the SKA project an international collaboration like no other, and one of the most ambitious science and engineering endeavours of the 21st century.

Headquartered in the UK, with telescope sites in Australia and South Africa, the SKAO will be one observatory operating two telescopes, an endeavour spanning three continents. Multinational by design, in early 2021 the SKAO became an intergovernmental organisation, one of only a select handful of science infrastructures to do so worldwide.

Our Global HQ is located near the buzzing city of Manchester at the historic Jodrell Bank Observatory, a UNESCO World Heritage site located in the Cheshire countryside. It is home to a rapidly expanding international team of more than a hundred, working in a highly collaborative and inclusive way, in coordination with SKAO teams in Australia and South Africa as part of a global astronomy and engineering community.

Being part of Team SKA means contributing to something extraordinary: a uniquely exciting project to advance human knowledge that will last for decades. In return, we offer a diverse multicultural working environment, 30 days annual leave plus public holidays, a generous pension scheme, regular social events, a family-friendly environment and much more. Come and join us!

An amazing opportunity for an experienced engineer with broad technical knowledge of the system engineering of high technology systems to join an international team and contribute to the delivery of one of the largest scientific facilities on the planet.

## The Role

The Telescope RAM and Logistics Engineer will contribute to the overall System Engineering effort, providing direction and influencing activities leading to the creation of a Maintenance and Support Plan for the SKA Telescopes.

The Telescope RAM and Logistics Engineer will support the operations group by preparing the work to develop an engineering operations and support plan. They will work with the project and design engineers to ensure coherence at the system level, will determine, plan, and perform RAM and Logistics Support Analysis (LSA) at the telescope level, and will participate in the development of an LSA database and a Support Simulation Model. The Telescope RAM and Logistics Engineer will also participate in the development of a Data Module Requirement List (DMRL) and a Common Source Database (CSDB) at the observatory level, and will analyze the reliability and logistic problems with a focus on the optimisation of operational availability.

The Telescope RAM and Logistics Engineer will play a leading role in defining the maintenance plan and performance monitoring requirements for telescope operations, being responsible for the analysis and implementation of improvements to the plan during operations. They will also integrate the information from SKA construction contractors and be responsible for developing an interactive electronic technical publication for SKA engineering operations.

This role will be based at the SKAO Global Headquarters at Jodrell Bank, Cheshire, UK, and flexibility around working hours will be accommodated in agreement with the Line Manager where operationally viable, ensuring telescope delivery is not impacted.

## Key Responsibilities, Accountabilities and Duties

The SKA Telescope RAM and Logistics Engineer will:

* Be responsible for the application of Reliability and Logistic Engineering on the SKA Telescopes and ensure good communication amongst the telescope teams.
* Develop a maintenance plan and guide colleagues, project members and the operational teams through the decision-making process to achieve an optimal maintenance solution.
* Monitor the Engineering and Telescope performance to ensure that the Operational Availability, KPIs and Cost objectives/budget are achieved.
* Lead and participate in failure analysis with operations and project team leaders on the development of telescope systems.
* Conduct Availability and Maintenance reviews to identify opportunities to improve the processes, facilities or equipment proposals to enhance operational efficiency.
* Maintain relationships between project management, systems engineering, and mission assurance.
* Manage the internal and external teams to ensure a high quality of service that meets safety, quality and performance standards.
* Produce technical reports, providing conclusions and recommendations, regarding Operational and Maintenance issues.
* Coach and mentor colleagues to share learning and experience, and contribute to the development of SKAO Engineering Performance capabilities.
* Represent SKAO and Operations at technical and professional forums to keep up to date with best practice.
* Support the continued development and evolution of SKA operations by developing engineering skills and keeping up to date with relevant developments within operations.
* Identify, assess, and understand potential safety and security implications of proposed activities, initiate the relevant action (and provide inputs to safety procedures) to ensure a safe and secure working environment.
* Regularly travel nationally and internationally as required.

## Mandatory Knowledge, Skills and Experience

* University degree in Engineering, Physics, or other closely related and relevant fields.
* Broad technical knowledge of the system engineering of high technology systems, such as large observatories, space systems, telecommunications networks, nuclear power plants, military projects etc.
* Recognised technical expert in RAM and Logistics engineering with up-to-date knowledge of external issues (legislative, regulatory, best practice standards, safety etc.).
* Experience in Reliability, Availability and Maintainability (RAM) analysis, modelling and simulation of complex systems, Logistics Support Analysis (LSA), Support Simulation Modelling and Technical Publications requirements such as MIL-STD-1388-2B, Def Stan 00-60, ASD S1000D and IETM/IETP.
* Experience in critical technologies or major units within large RF systems, such as radio astronomy observatories or radars.
* Ability to adapt to the needs of a significant engineering and technical/scientific project, requiring a working knowledge or demonstrated ability to quickly learn about astronomical telescope infrastructure and/or software.
* Ability to understand the financial implications of reliability and support related problem areas.
* Excellent planning and organising skills, with the ability to delegate.
* Excellent communication and influencing skills, with the ability to build effective working relationships with different internal and external stakeholders.
* Ability to coach and mentor.
* Ability and willingness to travel nationally and internationally as required.

## Desirable Knowledge, Skills and Experience

* Membership of, or eligibility for membership of, recognised national or international system engineering institutes.
* Industry experience and/or a track record of successful collaborative links with industry.
* Experience of the development, implementation and execution of integrated logistics processes in projects in high technology environments.
* Experience using Logistics Support Analysis and RAM modelling tools.
* Experience using Computerised Maintenance Management systems.
* Experience of working in a (radio) astronomical observatory or similar large-scale facility.
* Experience in using configuration management software.
* Experience in using collaboration environments such as Confluence and/or Jira ticketing system.
* Microsoft Word, Word Press, Acrobat (for PDF creation).

****Equality Diversity and Inclusion Statement****

SKA Observatory recognises that our diversity is a strength. We aim to create a welcoming and inclusive environment where everyone feels they belong, and diverse perspectives and ideas thrive. As such, Equality, Diversity, and Inclusion are at the core of SKA Observatory’s agenda.

Our aim is to recruit and retain the most talented individuals, regardless of gender, race, disability, age, sexual orientation, marital status, religion, nationality or background.

Women have traditionally been under-represented in the fields of science and engineering; SKA Observatory welcomes and encourages female applicants.

Where applicants with a disability need facilities or adjustments to enable them to participate in the recruitment process, these will be provided.

SKA Observatory welcome all candidates, especially those from member countries.

The “How to Apply” information contained within the SKA Observatory recruitment portal provides more detail regarding our application and selection approach.

# Technical Information Engineer (10195)

**Job Location**

UK (Head Office)

**Area / Department**

Telescope Operations

**Contract Type**

Permanent

**Salary**

Competitive salary with generous pension, private healthcare and leave benefits

**Closing Date**

30/05/2022

**Ref No**

10195

At the SKAO we are coordinating a global effort to deliver one of the largest science facilities on the planet. The SKAO telescopes will be next-generation instruments that will help to answer key questions in astrophysics, drive technological innovation and support human capital development.

More than a dozen partner countries and over a thousand scientists and engineers around the world are already on board, making the SKA project an international collaboration like no other, and one of the most ambitious science and engineering endeavours of the 21st century.

Headquartered in the UK, with telescope sites in Australia and South Africa, the SKAO will be one observatory operating two telescopes, an endeavour spanning three continents. Multinational by design, in early 2021 the SKAO became an intergovernmental organisation, one of only a select handful of science infrastructures to do so worldwide.

Our Global HQ is located near the buzzing city of Manchester at the historic Jodrell Bank Observatory, a UNESCO World Heritage site located in the Cheshire countryside. It is home to a rapidly expanding international team of more than a hundred, working in a highly collaborative and inclusive way, in coordination with SKAO teams in Australia and South Africa as part of a global astronomy and engineering community.

Being part of Team SKA means contributing to something extraordinary: a uniquely exciting project to advance human knowledge that will last for decades. In return, we offer a diverse multicultural working environment, 30 days annual leave plus public holidays, a generous pension scheme, regular social events, a family-friendly environment and much more. Come and join us!

An amazing opportunity for an experienced engineer to develop and manage a technical information database for the operation of the world's largest radio telescopes.

## The Role

The Technical Information Engineer will support the operations of the SKA Telescopes by creating a technical information database. They will play a leading role in defining the format and the information required for operations.

The Technical Information Engineer will be responsible for the management and re-packaging of the Maintenance and Operational data and procedures into data modules. They will also integrate information received from the SKA construction contractors and will be responsible for developing an interactive electronic technical publication system using the Confluence platform.

The Technical Information Engineer will restructure and develop a range of data modules and work packages, and ensure that financial, quality, and timeframe objectives are met.

The Technical Information Engineer will establish and continually develop a Common Source Database (CSDB) to contain the operational procedures and technical information required for the successful operations and maintenance of the SKA Telescopes located in Australia and South Africa. They will also be responsible for the development and maintenance of electronic technical publications for the SKA Observatory including operations, maintenance, and safety procedures.

The Technical Information Engineer will be part of the SKA Operations Group, reporting to the Head of Engineering Performance. The Technical Information Engineer will play a leading role in specifying the format and contents that will be provided by contractors during construction, and will further develop the information obtained and integrate the data into a CSDB which forms the basis for the publication of operations and maintenance procedures.

This role will be based at the SKAO Headquarters at Jodrell Bank, Cheshire, UK, and flexibility around working hours will be accommodated in agreement with the Line Manager and where operationally viable.

## Key Responsibilities, Accountabilities and Duties

* Develop and format the Operational and Maintenance information into data modules, and ensure the engineering activities are delivered effectively and meet safety, scheduling, cost and quality objectives.
* Develop, author and edit data modules to be used by the Operational and Maintenance personnel at the SKA Telescopes sites in Australia and South Africa.
* Integrate, review and approve the data modules into a Common Source Database (CSDB).
* Publish and distribute technical documentation and publications.
* Manage the technical documentation workload, including documentation received from contractors and external partners, ensuring work is allocated appropriately and resources are fully utilised.
* Coach and mentor colleagues to share learning and experience and contribute to the development of SKA Operations and Maintenance information management capabilities.
* Identify and assess potential safety and security implications of proposed activities, taking the relevant corrective action or escalating to the relevant manager to ensure a safe and secure working environment for all.

## Mandatory Knowledge, Skills and Experience

* Degree in Electronics Engineering, Physics, Applied Physics or another closely related and relevant field, or equivalent experience.
* Proven technical authoring experience (typically at least ten years) in engineering research and development projects, in radio astronomy, astronomy, telecommunications or defence, or a broad electronic technical publication knowledge.
* Experience in electronic technical documentation projects with an ability to provide direction and mentoring for others.
* Experience of ASD S1000D specification and/or DITA technical authoring, including Common Source Database (CSDB), Data Module Content Management Systems, structured documentation and xml editing.
* Up to date knowledge of external issues (legislative, regulatory, best practice standards etc.) including safety areas.
* Experience of using collaboration environments, such as Confluence, to create a technical documentation database.
* Good English oral and written communication skills with the ability to influence people in widely differing parts of a complex organisation.

## Desirable Knowledge, Skills and Experience

* Membership, or eligibility for membership, of recognised national or international institutes.
* Experience with Jira ticketing environment.
* Experience using authoring tools such as Adobe FrameMaker, Adobe Robohelp, Microsoft Word, WordPress, Acrobat (for PDF creation).
* Experience in illustration software such as Adobe Illustrator, Visio, SmartDraw, PaintShop Pro, PhotoShop.
* Experience of using configuration management software and or Logistic Support Analysis Systems.

****Equality Diversity and Inclusion Statement****

SKA Observatory recognises that our diversity is a strength. We aim to create a welcoming and inclusive environment where everyone feels they belong, and diverse perspectives and ideas thrive. As such, Equality, Diversity, and Inclusion are at the core of SKA Observatory’s agenda.

Our aim is to recruit and retain the most talented individuals, regardless of gender, race, disability, age, sexual orientation, marital status, religion, nationality or background.

Women have traditionally been under-represented in the fields of science and engineering; SKA Observatory welcomes and encourages female applicants.

Where applicants with a disability need facilities or adjustments to enable them to participate in the recruitment process, these will be provided.

SKA Observatory welcome all candidates, especially those from member countries.

The “How to Apply” information contained within the SKA Observatory recruitment portal provides more detail regarding our application and selection approach.

# Network Architect (10197)

**Job Location**

UK (Head Office)

**Area / Department**

Engineering and Project Management

**Contract Type**

Fixed Term Contract

**Salary**

Competitive salary with generous pension, private healthcare and leave benefits

**Closing Date**

13/05/2022

**Ref No**

10197

At the SKAO we are coordinating a global effort to deliver one of the largest science facilities on the planet. The SKAO telescopes will be next-generation instruments that will help to answer key questions in astrophysics, drive technological innovation and support human capital development.

More than a dozen partner countries and over a thousand scientists and engineers around the world are already on board, making the SKA project an international collaboration like no other, and one of the most ambitious science and engineering endeavours of the 21st century.

Headquartered in the UK, with telescope sites in Australia and South Africa, the SKAO will be one observatory operating two telescopes, an endeavour spanning three continents. Multinational by design, in early 2021 the SKAO became an intergovernmental organisation, one of only a select handful of science infrastructures to do so worldwide.

Our Global HQ is located near the buzzing city of Manchester at the historic Jodrell Bank Observatory, a UNESCO World Heritage site located in the Cheshire countryside. It is home to a rapidly expanding international team of more than a hundred, working in a highly collaborative and inclusive way, in coordination with SKAO teams in Australia and South Africa as part of a global astronomy and engineering community.

Being part of Team SKA means contributing to something extraordinary: a uniquely exciting project to advance human knowledge that will last for decades. In return, we offer a diverse multicultural working environment, 30 days annual leave plus public holidays, a generous pension scheme, regular social events, a family-friendly environment and much more. Come and join us!

This role will operate at the forefront of work initiatives within SKAO which are designing, documenting, procuring and implementing the large scale, high bit rate, leading edge, high performance networks that are required to run the SKA telescopes. It is a superb career opportunity for an experienced, knowledgeable and highly motivated Network Architect wishing to take on some big challenges.

## The Role

The Network Architect will report to the Computing Infrastructure Lead and will be part of the SKAO’s Computing and Software team, who are responsible for the end to end architectural design, build out and operation of the SKAO’s computer systems.

Working alongside and collaborating, often remotely, with other specialists including Solution Architects, Engineers, Project Managers and System Engineers, the Network Architect will help ensure the networks for the two SKA telescopes are fit for purpose and deliver the quality of performance needed to provide the backbone of a highly technically demanding system that will operate and be continually developed for decades to come.

The ideal candidate will be an experienced, knowledgeable and highly motivated Network Engineer keen to tackle some big challenges.

This role is a fixed term contract for 23 months with the possibility of extension and will be based at the SKAO headquarters at Jodrell Bank, Cheshire, UK. Flexibility around working hours will be accommodated in agreement with the Line Manager and where operationally viable.

## Key Responsibilities, Accountabilities and Duties

* Develop the technical requirements and scope for SKA network procurement contracts, including:
  + Working with stakeholders to capture, refine and document the network requirements for the SKA telescopes.
  + Participating in and leading on network design initiatives as required.
  + Developing and maintaining up-to-date, clear, well structured, compliant and usable technical documents needed to define the network and how they will be implemented and tested.
  + Participating in additional technical support activities as required, e.g. for procurement, integration, testing, acceptance commissioning, operations etc.
  + Monitoring the network design content held in repositories and highlight quality issues such as omissions, conflicts, or errors. Where directed, lead or participate in the resolution of quality issues.
* Support the network and computing procurement processes by:
  + Analysing tender responses from bidders in order to help select the suppliers who will deliver for SKAO.
  + Working with the successful suppliers by responding to technical queries etc. in a timely manner.
  + Working with the wider SKAO computing and software teams in South Africa and Australia to ensure that suppliers are supported and strong relationships are maintained.
* Liaise with the wider SKAO computing and software teams in the UK, South Africa and Australia, providing technical input and guidance as required.
* Support SKAO design authorities in other areas by providing network design change impact analysis and assistance with implementation actions.
* Be an active and integral part of the SKAO global network team.

## Mandatory Knowledge, Skills and Experience

* University degree in a relevant field or equivalent experience.
* Significant experience in the design and implementation of large network systems with a demonstrable understanding of new and emerging networking and security technologies.
* Experience of providing technical input for high value network equipment procurement and supporting the installation, testing etc. in an evolving environment.
* Experience of practical project delivery, working within defined budgets and timelines, communicating with diverse teams, and change management practices.
* Understanding of Lean Principles, including the importance of understanding customer needs, not just their perceived requirements, maintaining good supplier relationships and the minimisation of waste in business processes.
* Good communication and influencing skills.
* Be a flexible team player who is adaptable to change.

## Desirable Knowledge, Skills and Experience

* Knowledge, understanding and experience of some of the following:
  + Large scale high performance computing (HPC) environments, in particular the specialist networks used in HPC.
  + Software defined networking systems and associated hardware.
  + Zero trust networking principles.
  + Future technology developments to come this decade such as silicon photonics and data centre disaggregation.
  + Long haul data transmission technology.
* Experience working in a scientific or industrial research environment.
* Experience working with national and regional education networks (NRENs).
* An interest in Astronomy.
* Experience of collaboration and work flow management tools such as Atlassian Confluence and Jira.
* Experience working in a multicultural and/or geographically dispersed team.

****Equality Diversity and Inclusion Statement****

SKA Observatory recognises that our diversity is a strength. We aim to create a welcoming and inclusive environment where everyone feels they belong, and diverse perspectives and ideas thrive. As such, Equality, Diversity, and Inclusion are at the core of SKA Observatory’s agenda.

Our aim is to recruit and retain the most talented individuals, regardless of gender, race, disability, age, sexual orientation, marital status, religion, nationality or background.

Women have traditionally been under-represented in the fields of science and engineering; SKA Observatory welcomes and encourages female applicants.

Where applicants with a disability need facilities or adjustments to enable them to participate in the recruitment process, these will be provided.

SKA Observatory welcome all candidates, especially those from member countries.

The “How to Apply” information contained within the SKA Observatory recruitment portal provides more detail regarding our application and selection approach.

# Data Processing Software Engineer (10199)

**Job Location**

UK (Head Office)

**Area / Department**

Software Data Management and IT

**Contract Type**

Permanent

**Salary**

Competitive salary with generous pension, private healthcare and leave benefits

**Closing Date**

23/05/2022

**Ref No**

10199

At the SKAO we are coordinating a global effort to deliver one of the largest science facilities on the planet. The SKAO telescopes will be next-generation instruments that will help to answer key questions in astrophysics, drive technological innovation and support human capital development.

More than a dozen partner countries and over a thousand scientists and engineers around the world are already on board, making the SKA project an international collaboration like no other, and one of the most ambitious science and engineering endeavours of the 21st century.

Headquartered in the UK, with telescope sites in Australia and South Africa, the SKAO will be one observatory operating two telescopes, an endeavour spanning three continents. Multinational by design, in early 2021 the SKAO became an intergovernmental organisation, one of only a select handful of science infrastructures to do so worldwide.

Our Global HQ is located near the buzzing city of Manchester at the historic Jodrell Bank Observatory, a UNESCO World Heritage site located in the Cheshire countryside. It is home to a rapidly expanding international team of more than a hundred, working in a highly collaborative and inclusive way, in coordination with SKAO teams in Australia and South Africa as part of a global astronomy and engineering community.

Being part of Team SKA means contributing to something extraordinary: a uniquely exciting project to advance human knowledge that will last for decades. In return, we offer a diverse multicultural working environment, 30 days annual leave plus public holidays, a generous pension scheme, regular social events, a family-friendly environment and much more. Come and join us!

An amazing opportunity for an experienced and open-minded Data Processing Software Engineer to join an international, multicultural team and help lay the groundwork for the next-generation of radio observatory.

## The Role

The Data Processing Software Engineer will help lay the groundwork for the next generation of radio astronomy processing by focusing on building high-throughput distributed data processing pipelines, whilst maintaining modifiability through clean separation of processing functions and distribution.

Reporting to the SKAO Lead Software Architect and the Data Processing Architect, the Data Processing Software Engineer will be part of the SKAO Computing and Software team and will work with other agile software engineering teams to build highly scalable processing software, and with other developers at SKA development sites around the world (especially SKAO and SKA precursors).

The Data Processing Software Engineer will work on the design, prototype, implementation and integration of systems that bring state-of-the-art algorithms to real-world scientific processing pipelines. Together we aim to look past the current SKA project phase, and raise the bar of radio astronomy processing software to the benefit of future SKA extensions, SKA regional centres, precursor telescopes, as well as the entire radio astronomy community.

The ideal candidate would use rigorous software engineering practices and ensure the team is equipped to deal with the many known and unknown challenges facing this next-generation observatory.

This role will be based at the SKAO Headquarters at Jodrell Bank, Cheshire, UK, and flexibility around working hours will be accommodated in agreement with the Line Manager and where operationally viable.

Please note that interviews for this position will be conducted in mid-June 2022.

## Key Responsibilities, Accountabilities and Duties

The main functions of this role will be to:

* Work with the SKA software teams to build and maintain libraries of base algorithms for radio astronomy.
* Build complex distributed pipelines with well-understood scientific and computational performance characteristics using a variety of execution frameworks (such as Dask or MPI).
* Occasionally travel internationally to SKAO sites (typically for up to one week, 2-4 times per year).

## Mandatory Knowledge, Skills and Experience

* Experience with distributed data-intensive processing and algorithm development, ideally both from a design and application perspective.
* Expertise in hybrid software development in Python and C/C++ programming languages.
* Ability to work constructively with agile teams around the world towards a shared vision for SKA processing.
* A flexible team player who is adaptable to change.
* Ability and willingness to travel nationally and internationally as required and when possible in the context of any international travel restrictions.

## Desirable Knowledge, Skills and Experience

* Experience with profiling and optimisation techniques, especially how to build high performance pipelines overlapping I/O and processing.
* Experience with physical data modeling, both for efficient in-memory and network data exchange as well as storage (e.g. Apache Arrow, protobuf, HDF5 or equivalent).
* Understanding of signal processing algorithms, such as Fourier transformations, gridding and (de)convolution methods.
* Knowledge of radio astronomy data processing pipelines and their scaling properties would be advantageous.
* Ability to rapidly learn about new techniques and technologies and how they can be integrated, especially in the context of execution frameworks for processing distribution.

****Equality Diversity and Inclusion Statement****

SKA Observatory recognises that our diversity is a strength. We aim to create a welcoming and inclusive environment where everyone feels they belong, and diverse perspectives and ideas thrive. As such, Equality, Diversity, and Inclusion are at the core of SKA Observatory’s agenda.

Our aim is to recruit and retain the most talented individuals, regardless of gender, race, disability, age, sexual orientation, marital status, religion, nationality or background.

Women have traditionally been under-represented in the fields of science and engineering; SKA Observatory welcomes and encourages female applicants.

Where applicants with a disability need facilities or adjustments to enable them to participate in the recruitment process, these will be provided.

SKA Observatory welcome all candidates, especially those from member countries.

The “How to Apply” information contained within the SKA Observatory recruitment portal provides more detail regarding our application and selection approach.

# Internal Communications Specialist (10202)

**Job Location**

UK (Head Office)

**Area / Department**

Business Support function

**Contract Type**

Permanent

**Salary**

Competitive salary with generous pension, private healthcare and leave benefits

**Closing Date**

06/06/2022

**Ref No**

10202

At the SKAO we are coordinating a global effort to deliver one of the largest science facilities on the planet. The SKAO telescopes will be next-generation instruments that will help to answer key questions in astrophysics, drive technological innovation and support human capital development.

More than a dozen partner countries and over a thousand scientists and engineers around the world are already on board, making the SKA project an international collaboration like no other, and one of the most ambitious science and engineering endeavours of the 21st century.

Headquartered in the UK, with telescope sites in Australia and South Africa, the SKAO will be one observatory operating two telescopes, an endeavour spanning three continents. Multinational by design, in early 2021 the SKAO became an intergovernmental organisation, one of only a select handful of science infrastructures to do so worldwide.

Our Global HQ is located near the buzzing city of Manchester at the historic Jodrell Bank Observatory, a UNESCO World Heritage site located in the Cheshire countryside. It is home to a rapidly expanding international team of more than a hundred, working in a highly collaborative and inclusive way, in coordination with SKAO teams in Australia and South Africa as part of a global astronomy and engineering community.

Being part of Team SKA means contributing to something extraordinary: a uniquely exciting project to advance human knowledge that will last for decades. In return, we offer a diverse multicultural working environment, 30 days annual leave plus public holidays, a generous pension scheme, regular social events, a family-friendly environment and much more. Come and join us!

A unique opportunity for an experienced Communications Specialist to join an international, multicultural organisation.

## The Role

The Internal Communications Specialist will develop and implement the Internal Communications strategy of the SKA Observatory, in line with its mission, objectives and values. The Internal Communications Specialist will support the wider delivery of the SKAO’s Communications and Outreach team, in charge of both internal and external communication.

Under the direct supervision of the Director of Communications, the Internal Communications Specialist will be expected to embed high-quality, efficient, innovative, transparent and fluid communication practices in the organisation’s culture to elevate and sustain the quality of internal communications within the distributed Observatory, with staff spread across multiple sites on three continents. This is a fast-paced and stimulating role and the Internal Communications Specialist will be working in real time to develop strategies, channels and messaging to deliver compelling internal communication outputs.

The Internal Communications Specialist will need to work closely across all teams to advance internal communication within the organisation with the aim of improving information flow upwards, downwards and across, promoting and developing innovative initiatives, campaigns, and interventions to break silos and enable the departments to deliver key communications to staff.

The Internal Communications Specialist will also promote an enjoyable work environment, liaising with the Recreational Committee to propose and promote recreational events to the staff, as well as working closely with the HR Engagement team to advise on employee engagement and ensure a high-level of satisfaction for employees through the coordination of events and activities within defined budgetary constraints.

This role will be based at the SKAO headquarters at Jodrell Bank, Cheshire, UK, and may offer the opportunity for occasional international travel to other SKAO sites. Flexibility around working hours will be accommodated in agreement with the Line Manager and where operationally viable.

## Key Responsibilities, Accountabilities and Duties

* Shape the development of high-quality, innovative and insight-led internal communication strategies, plans and campaigns that support SKAO objectives, and ensure the delivery against these strategies.
* Ensure efficient and continuous communication with SKAO Communications Managers and other key stakeholders in SKAO offices in host countries to strengthen information flow and coherent communication across sites.
* Enable efficient 360 degree communication within the organisation:
  + Develop and maintain effective and trusted relationships with internal stakeholders across the Observatory in order to provide expert communication advice.
  + Ensure internal communications messages are consistent across all departments and all mediums, and ensure an effective link between external and internal communications, demonstrating an understanding of the wider context in which the communications function operates.
  + Review, propose and advise on all tools and channels of internal communication. This includes planning, editing and writing content for a variety of internal communications mediums, including staff mailings, internal brochures, staff newsletter, intranet, and others.
  + In coordination with other departments, ensure appropriate development, upgrade, and maintenance of the SKAO intranet platform (supported by the IT department) as well as its moderation (where applicable).
* Embody and ensure the values of the Observatory are upheld in all exchanges and forums throughout the organisation, paying particular attention to diversity and inclusion in all their activities.
* Help build a culture where two-way and open internal communication is seen as fundamental and integral to the success of the organisation and its staff, and where communication is seen as the responsibility of every staff member.
* Play a key role in crisis communication and handle internal communication response to crisis situations, including advising senior leaders on communications with staff.
* Give employees a voice and recognition. In coordination with other members of the communications team, regularly promote the work of staff members at the SKAO Global Headquarters and at offices in host countries, highlighting both professional and personal achievements.

## Mandatory Knowledge, Skills and Experience

* Recognised university degree in communications, journalism, public relations, human resources or psychology, or equivalent training and experience
* Experience of internal communications in a senior position in a corporate environment with proven ability to develop and deliver communications strategies, effective channel management, content production, digital communications and evaluation
* Experience of working with leaders and supporting them to deliver internal communications with impact
* Experience of managing and delivering crisis communications, and responding effectively and in a timely manner
* Ability to quickly establish and maintain strong, influential relationships with a diverse range of internal and external stakeholders in an international and multicultural environment
* Excellent command of spoken and written English
* Excellent writing and editing skills
* Excellent interpersonal skills
* Be a flexible team player who is adaptable to change

## Desirable Knowledge, Skills and Experience

* Experience of delivering internal communications across geographically distributed teams
* Experience in project management
* Experience in change management
* Experience with CMS including tools such as Confluence, Drupal or Wordpress
* Fluency in another language different than English would be an advantage

****Equality Diversity and Inclusion Statement****

SKA Observatory recognises that our diversity is a strength. We aim to create a welcoming and inclusive environment where everyone feels they belong, and diverse perspectives and ideas thrive. As such, Equality, Diversity, and Inclusion are at the core of SKA Observatory’s agenda.

Our aim is to recruit and retain the most talented individuals, regardless of gender, race, disability, age, sexual orientation, marital status, religion, nationality or background.

Women have traditionally been under-represented in the fields of science and engineering; SKA Observatory welcomes and encourages female applicants.

Where applicants with a disability need facilities or adjustments to enable them to participate in the recruitment process, these will be provided.

SKA Observatory welcome all candidates, especially those from member countries.

The “How to Apply” information contained within the SKA Observatory recruitment portal provides more detail regarding our application and selection approach.