# 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**

04/07/2022

**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.

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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****

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# HR Analyst (10206)

**Job Location**

UK (Head Office)

**Area / Department**

Business Support function

**Contract Type**

Fixed Term Contract

**Salary**

Competitive salary with generous pension, private healthcare and leave benefits

**Closing Date**

22/06/2022

**Ref No**

10206

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An exciting opportunity for an experienced senior HR Analyst to join an international organisation and help establish the tools and processes needed to effectively manage and report on data at a global level.

## The Role

The HR Analyst will be working with our HR systems to establish and put in place the tools and processes needed to effectively manage and report on data at a global level and in line with the needs of the Observatory, supporting global HR business as usual and project activity.

The main purpose of the role is to manage all HR systems and ensure accurate and up to date people data, producing regular reports, analysis and evaluation of data and other management information as required to assist in the decision making. The HR Analyst will be responsible for leading all data intensive activity, as well as maintaining and controlling the HR budget and cost data.

The HR Analyst will report into the Head of HR and work across the global HR team, managing and reporting on the global people data for the project as a whole.

This role is a fixed term contract for 24 months 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

* Establishment of the tools, systems, spreadsheets and processes required to ensure the accurate and efficient fulfilment of the main duties of the role.
* Production of monthly, quarterly, annual and ad-hoc reports to provide management information to aid decision making. This will include headcount reporting, recruitment and diversity data reporting.
* Development and production of reporting dashboard to further enhance management information provided.
* Management of HR budgets and associated monitoring of spend.
* In depth and complex modelling and analysis in line with HR project requirements. This will include pay and benefit  modelling.
* Data analysis for in-depth cost reviews.
* Management of data to support a range of HR activities including strategic workforce planning, performance review calibration, pay review, promotions within the Career Framework, benefit renewals and other data intensive HR activity.
* Ownership of HR data in line with global data protection principles whilst ensuring maintenance and accuracy of all HR systems and databases.
* HR system expert, providing training to colleagues as required.
* Management of HR related audits to ensure all people related data is up to date and risks to SKAO are minimised.
* Work with other key stakeholders and business leaders to ensure people and cost data and modelling requirements are met.

## Mandatory Knowledge, Skills and Experience

* Expert knowledge of data management, modelling, development and maintenance of spreadsheets, including v-lookup, pivot tables etc; being able to exploit spreadsheet skills to maximise accurate and efficient analysis and reporting of data.
* Experience with HR or other data driven systems, with the ability to maintain and maximise the efficiency and management of data within these systems.
* Ability to analyse and succinctly report on data, drawing on data from different sources.
* Experience of modelling complex scenarios and producing meaningful reports.
* Extreme attention to detail with the knowledge to put systems in place that ensure data is efficiently driven off accurate source data.
* Ability to use skills, knowledge and understanding of complex business requirements to come up with innovative and workable solutions.
* Ability to engage and work collaboratively with leaders across the organisation, under the direction of the Head of HR.
* Ability to work proactively, in a responsive manner, accurately and at pace.
* Learning agility, with the ability to deal with complexity and ambiguity.
* Ability to engage and coach others in the team to ensure the most efficient management of data.
* Ability to work with integrity, managing and respecting confidential data.

## Desirable Knowledge, Skills and Experience

* Knowledge and experience of Cascade and/or Unit4 system
* Basic coding knowledge
* Experience of cost modelling including reward and benefit data

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# Standards Engineer (10207)

**Job Location**

UK (Head Office)

**Area / Department**

Engineering and Project Management

**Contract Type**

Permanent

**Salary**

Competitive salary with generous pension, private healthcare and leave benefits

**Closing Date**

10/08/2022

**Ref No**

10207

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An amazing opportunity for a Standards Engineer with experience in defining and executing standards for the delivery of products and services to join an international organisation and contribute to the delivery of one of the largest science facilities on the planet.

## The Role

The Standards Engineer will be responsible for the identification and definition (where necessary) of standards and oversee their implementation for the different contracts in the SKA project to ensure the products and services comply with the SKAO, statutory and regulatory requirements. Specifically, this will involve ensuring that the relevant processes, clauses, and requirements in the standards are implemented for the different contracts to enable the achievement of the expected quality in the acquired products and services.

Reporting to the Product Assurance Manager, the Standards Engineer will support the Product Assurance team in the implementation of quality assurance and control activities of some of the contracts of the SKA project.

The duties of the Standards Engineer also include managerial responsibilities, standing in for the Product Assurance Manager as needed to lead and manage the Product Assurance team. Therefore the Standards Engineer should have experience in delivering projects through objectives setting for team members and motivating them to deliver the expected outcomes through monitoring and conducting performance reviews of each team members against their objectives.

The standards engineering activities required for the SKAO will involve several challenges which are unique to research infrastructures and the successful candidate will be one who can rise to these challenges and overcome them to help the Observatory deliver a world leading facility that will create new insights into the workings of the Universe.

This role will be based at the SKAO Global Headquarters at the iconic Jodrell Bank Observatory, 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

* Identify the SKAO, national and international standards and best practices that are relevant to the different contracts in the SKA project.
* Lead the definition of new standards as necessitated by changes or developments during the acquisition of the SKA.
* Maintain records of all standards and ensure that they are current for the duration of the SKA acquisition.
* Advice the SKAO project team on the applicability and relevance of these standards to the different contracts.
* Review providers’ Quality Management Plans (QMPs) or other plans as relevant to clarify that they have specified the standards that are specific for providing the products or services in the Scope of their contracts.
* Review the providers’ compliance evidence against all clauses/processes/requirements in the applicable standards to enable SKAO to accept this evidence at relevant stages of the contracts.
* Engage with the providers to ensure that they have instructions or procedures in place to guide the implementation of the standards at the different stages of the products and services development; and their subsequent verification prior to acceptance by SKAO.
* Monitor the implementation of the standards at the different stages of the contracts and report to the project team on their proper implementation.
* Bringing to the attention of the project team and management any issues or defects, particularly standard-related issues or defects that may affect the quality of the products and services being acquired.
* Represent SKAO at national and international forums or working groups to support the development of standards that are relevant to the SKA.
* Support the SKAO project team with the acceptance of products and services by:
	+ Reviewing deliverables at different stages of the acquisition against the relevant standards;
	+ Auditing the final products and services against their relevant standards.
* Support the implementation of the quality assurance and control activities of some of the contracts through:
	+ Review of providers' quality policy statements and plans to enable the Project Manager to accept them;
	+ Monitor the implementation of the providers' quality plans;
	+ Regularly report to the Project Manager and project team on the overall implementation of the providers' quality plans;
	+ Support the Product Assurance Manager in the arrangement and conduct of Quality Audits.
* Travel nationally and internationally as required to providers’ sites, the SKA test facilities and the telescope construction sites.

## Mandatory Knowledge, Skills and Experience

* Degree in manufacturing, engineering or related disciplines, or equivalent experience
* Demonstrated experience in the implementation of standards in mass production and bespoke manufacturing processes that pertain to electronic equipment, civil works, plant/machinery, fabricated structures or distribution systems (power, data, fluids)
* Experience in carrying out quality assurance related activities on major products
* Experience of planning and carrying out of test and inspections on equipment and systems
* Knowledge and implementation of ISO 9000 and 9001 specific industry equivalent
* Deomonstrable willingness to develop and maintain own knowledge in the area of standards development
* Ability to listen and communicate effectively, verbally and in writing
* Able to influence and change behaviour of internal and external stakeholders
* Self-motivated, proactive and flexible team player who is adaptable to change

## Desirable Knowledge, Skills and Experience

* A Chartered Engineer status or working towards chartership or ability to demonstrate that you can meet the requirements to attain chartership
* Familiarity with Standards in the Defence, Aerospace or Astronomy industries
* Understanding of systems engineering processes
* Familiarity with major capital research infrastructure projects
* Willingness to lead and manage a team to deliver against their objectives for the project

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# Payroll Accountant (10209)

**Job Location**

UK (Head Office)

**Area / Department**

Business Support function

**Contract Type**

Permanent

**Salary**

Competitive salary with generous pension, private healthcare and leave beenfits

**Closing Date**

08/07/2022

**Ref No**

10209

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A unique opportunity to develop your payroll experience in an internationally diverse organisation.

## The Role

The Payroll Accountant will support the SKA Observatory (SKAO) to ensure that employees are paid accurately and on time, and that SKAO meets its legal and regulatory requirements pertaining to payroll in our three host countries (Australia, South Africa and the UK).

The Payroll Accountant will work closely with the HR and Finance teams, as well as with our outsourced payroll providers, to prepare and review the payroll calculations for each country, to post the related accounting journals and to perform balance sheet reconciliations for payroll and employee benefits. The Payroll Accountant will also be responsible for calculations relating to employee benefits, calculating, tracking and monitoring annual allowances, and acting as one of SKAO’s administrators for supplier portals for employee benefits.

SKAO’s status as an international organisation adds some interesting nuances to our payroll set up, and the ideal candidate will need to be able to think creatively rather than just applying their previous payroll knowledge and experience. The Payroll Accountant needs to be an enthusiastic team player, be able to learn new concepts quickly, be a great communicator with strong attention to detail and the ability to work to strict deadlines.

This role will be based at the SKAO Headquarters at the iconic Jodrell Bank Observatory, 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

* Prepare monthly payroll template for submission to outsourced payroll provider for Australia (AU), United Kingdom (UK) and South Africa (ZA) locations;
* Support HR with obtaining missing payroll information or documents from employees;
* Calculate private medical insurance (PMI) benefit amount and maintain the monthly reconciliation of the PMI control account;
* Calculate and administer annual employee allowances and reconciliation of monthly payments through payroll;
* Calculate Apprenticeship Levy (UK);
* Calculate tax and national insurance where needed and submit to payroll provider(s);
* Review payroll reports from payroll providers and resolve queries ready for final approval;
* Administration of childcare voucher account with Sodexo (UK);
* Calculation of monthly pension/superannuation contributions;
* Administration of local and international pension/superannuation schemes including notifications of new starters and leavers;
* Liaise with accounts payable to set up monthly bank payments of employees' net pay, taxes, pensions/superannuation and other payroll benefits as required;
* Review of monthly Installment Activity Statement (IAS) (AU);
* Prepare and post monthly payroll journals to all ledgers including inter-company transactions;
* Prepare and manage monthly balance sheet reconciliations related to payroll accounts (e.g. net pay control, HMRC control, pension control, PMI control);
* Review and reconcile SARS processing (e.g. EMP201) (ZA);
* Complete annual payroll reporting obligations for each location, with the support of the local Finance Manager e.g. P60, P11d, IRP5, EMP501, FBT;
* Other payroll administration tasks as required;
* Undertake any other reasonable duties, as directed by the Group Financial Accountant, the Finance Managers, or the CFO.

## Mandatory Knowledge, Skills and Experience

* An associate's or bachelor's degree in mathematics, accounting, business or another finance-related field, or equivalent experience;
* Experience (typically at least three years) as a Payroll Accountant for UK employees, or in a similar role;
* Strong attention to detail, both in preparing own work and reviewing work of others to ensure a high standard of accuracy;
* A self-motivated problem solver with ability to prioritise tasks and work to deadlines, managing projects through to completion;
* Experience in preparing payroll related journal entries and performing payroll related balance sheet reconciliations;
* Strong ethics with the ability to manage confidential data;
* Strong proficiency in Microsoft Excel;
* Excellent organisational skills;
* Excellent written and spoken communication skills in English.

## Desirable Knowledge, Skills and Experience

* Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP);
* CCAB accounting qualification (for example ACCA / ACA / CIPFA / SAICA / SAIPA / CA / CPA);
* Experience in processing payroll for Australia or South Africa located employees;
* Experience communicating with the ATO, HMRC or SARS in relation to employee tax or benefits queries;
* Experience within a multi-currency ERP system environment;
* Experience with inter-company payroll transactions.

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# HR Advisor (10212)

**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**

08/07/2022

**Ref No**

10212

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An exciting and challenging opportunity for an experienced and pro-active HR Advisor to work on a broad range of activity spanning the complete employee lifecycle within an international organisation.

## The Role

The position of HR Advisor provides a unique and challenging opportunity for a HR Generalist to join a small dynamic HR team, working within an Intergovernmental Organisation (IGO) that will break new ground in the world of Astronomy.

Based at our Global HQ at the iconic Jodrell Bank Observatory, the role holder will work across a broad range of activity spanning the complete employee lifecycle supporting colleagues across the HQ and at our host locations in South Africa and Australia. SKAO brings together a wealth of the world’s finest scientists, engineers, policy makers and specialists and with more than 25 different nationalities represented we offer an opportunity to work in a diverse environment at the heart of an exciting and challenging project to design, build and operate the world’s largest radio telescope.

Working collaboratively with the wider HR Team, the HR Advisor will play an integral role in achieving the HR strategy, and requires an individual that can work confidently, independently and comfortably in a fast paced environment that brings competing demands, unique complexity and often requires the need for creative and innovative solutions.

SKAO is committed to providing a flexible working environment meeting the requests of our Colleagues whilst also fulfilling the needs and objectives of the Observatory. We encourage open conversations during the interview and application process in relation to any specific requirements, and later with line managers to assess individual flexible working arrangements alongside the needs of the organisation and responsibilities and accountabilities of the specific role and team.

There may be occasions where this role requires the post holder to work across different time zones and, in line with SKAO policy, flexible working hours will be supported in agreement with the line manager.

## Key Responsibilities, Accountabilities and Duties

* Manage queries from all levels of colleagues in relation to the interpretation of HR related policies including meeting with managers and individuals to provide support and advice.
* Manage the HR Helpdesk to triage and monitor service requests, responding to complex queries (escalating as required), ensuring distribution of workload across the team, and that matters are responded to and resolved in a prompt and timely manner.
* Assist and support the HR Manager with delegated tasks including production of reports, ER case work and communications.
* Assist with the induction and onboarding of new colleagues including relocation queries.
* Advise on immigration requirements liaising with the required Governmental bodies and internal teams to obtain information.
* Take the lead on specific HR related projects across the employee lifecycle to continuously improve the service offering and align to new legislation as required.
* Assist and support the HR Manager with the review and development of HR processes and procedures, working collaboratively with the wider HR team to embed process improvements.
* Work collaboratively with the wider HR team to ensure process standards are adhered to including system updates and reporting.
* Provide assistance to the delivery of HR initiatives as the organisation continues to evolve and grow.

## Mandatory Knowledge, Skills and Experience

* CIPD qualified, or equivalent level of experience
* Proven background working with an HR environment ideally in a varied role spanning all areas of the employee lifecycle
* Excellent communication and interpersonal skills with the ability to form effective working relationships within a diverse environment
* Flexible team player who is adaptable to change and committed to delivering a high quality of service
* Excellent organisational skills and time management ability
* High level of attention to detail
* Excellent English language written and verbal communication skills
* Numerical and IT literate including MS Office

## Desirable Knowledge, Skills and Experience

* Demonstrable experience of working within an international environment
* Prior experience of implementing new HR initiatives
* Use of helpdesk management systems and HR Management systems (Cascade, JIRA, Hireserve, Unit 4)

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