



**HE Space** is a successful international space company. For 40 years, we have been supporting our customers with qualified experts in the field of engineering, science and administration. HE Space has joined forces with CS Group to lead the engineering and digital space market in Europe and to provide highly skilled consulting.

## Project Controller

### Key Tasks and Responsibilities

As part of the Business Management Controlling & Administration Domain within Connectivity and Secure Communications Unit, you will have the following responsibilities:

- Supporting identified manager(s), on all activities related to project and activities cost, high level schedule and risks as well as project management processes and administrative functions.
- Discharging responsibilities in the preparation, procurement and monitoring of procurements, from tendering to closure of contracts, and for management, financial, planning, controlling and industrial return aspects.
- Identify and report on forward thinking measures, current status with deviations and identify recovery actions.
- Prepare management reports including dashboards to highlight status, outlook and actions to be taken in the area of project control and management support.
- Managing multiple interfaces, provide input to support the project manager with negotiations with industrial contractors and provide key input support to identified manager(s) in programmatic decision-making.
- Close co-operation with the Business Unit Controller as needed for the Directorate's internal and external reporting.
- Typical project control duties and activities will include: preparing, developing, and maintaining the overall programmatic aspects of the project/missions/ activities.
- The programmatic aspects include cost, financial matters, work breakdown structure, schedule, configuration, documentation, progress control and geographical return, as well as general project administration.
- Preparing and maintaining cost plans covering industrial and operating (including workforce-related) costs implementing and operating planning and control procedures to provide full visibility over the progress of all activities using established procedures and information systems; this includes maintenance in the ESA ERP system of project-related data active monitoring and forecasting (forward thinking) is expected, identifying and reporting trends, deviations from plans, potential problem areas and proposing remedial actions in coordination with the Project Manager.
- Compliance with budgetary provisions and financial regulations are also expected.
- Supporting preparation of AC and IPC papers as well as Programme Board status reports provide support to change.
- Control/Review Boards participation in TEBs as an expert, if needed and evaluation of proposals and business plans.

- Preparing information and input required for project manager for subsequent contract negotiations and participating in all tasks related to the placing of contracts, including providing input to project manager for negotiations with industry, supporting the closure of industrial contracts and the financial year closure exercise.
- Maintaining risk and opportunities management, proposing mitigation actions, and preparing risk reports as required.
- Supporting project managers and Department/Directorate risk coordinators in preparing and maintaining the Projects Risk Register advising project managers on project control best practices, methods, processes, and procedures.
- Assisting in the preparation of ARTES work plans participating in the definition, maintenance and improvement of Project Control procedures controlling systems including digitalization sharing knowledge within the Section and Directorate providing relevant periodic or ad hoc management reporting including Key Performance Indicators (KPI) on scheduling, cost, and risk to various internal and external stakeholders.
- Supporting input to Head of the Project Control & Management Support Section and Senior Financial Controller regarding specific project.

### **Skills & Experience**

You will have the following qualifications and relevant experience:

- Master's degree from a recognised institution or equivalent qualification in Business Administration, with relevant experience.
- Experience in controlling and/or management of activities and resources in aerospace industry.
- For some tasks knowledge of Finance/Accounting may be required.
- Highly proficient in the use of MS Office and in particular advanced use of Excel.
- Experience as user of SAP and in particular ECC and SRM modules and familiarity with relevant ESA corporate applications (e.g. ESA-p) is an asset.
- The job will require substantial interaction with other key stakeholders inside ESA such as Finance and Procurement Services, and also outside of the Agency like for example our industrial partners.
- Ability to rapidly understand and adapt to ESA specific context and environment including ESA corporate IT applications.
- Past experience with ESA in relevant activities is an asset.
- Fluency in English is mandatory; knowledge of another European language is an advantage.

This job is located in **Harwell, UK**.

If you think you have what it takes for this job, please send your CV in English to **Kristina Lysyk** by clicking on the button "Apply for this job" quoting job **UK-HP-25005**.

An exciting and dynamic international working environment awaits you!

Passionate about people and passionate about space



HE Space recruiting for ESA