



**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.

## Technology Harmonisation Engineer

### Key Tasks and Responsibilities

As part of the ESA Technology Harmonization Office, you will have the following responsibilities:

- Support the Harmonisation Cycles:
  - During each Harmonisation Cycle and for each technology topic, the Service shall distribute the documentation provided by the Agency (e.g. relevant THDs, relevant RMs) using ESA's IT infrastructure (e.g. sharepoint online) and according to the list of Space Entities provided by the Agency.
  - At the end of each consultation round, the Service shall collect inputs and comments on the distributed documentation and provide the consolidated results in advance of the relevant meetings (Mapping Meetings, Roadmap Meetings).
  - At the end of each consultation round, the Service shall provide participation statistics, a "lessons learned" analysis and recommendations for improvement, if any.
- Consolidate all final Harmonisation documents at the end of each Cycle.
  - The Service shall engage in editorial tasks in order to prepare final THD and RM for each technology topic. This includes but is not limited to correcting any unreadable graphs and statistics in the RMs; transferring relevant parts from each RM into respective THD; inserting relevant extracts from ECM database into respective THD; creating dedicated cover pages (front and back) for each THD using ESA's template and images, captions and credits provided by the Agency; merging the body of each THD with the cover page (front and back); merging the Market Assessment report with the body of each THD.
  - The Service shall engage in editorial tasks in order to support preparation of the "Conclusion" document for each Harmonisation Cycle. This includes but is not limited to: preparing a first draft of the Conclusions document based on the content of each THD and RM and other Harmonisation documents produced during each cycle, when applicable.
  - Once approved by the IPC, the Service shall interface with relevant ESA groups (e.g. ESA IT support) in order to link/transfer relevant parts of each RM (e.g. R&D activities from excel tables) to ESA IT tools used for technology R&D management (e.g. STAT tool).
- Support the Harmonisation Work Plan preparation.
  - The Service shall liaise with relevant ESA representatives (e.g. previous Book Captains, their management) in order to identify the required and

- available personnel (Book Captains, supporting Experts, etc.) for the upcoming year of Harmonisation.
  - Based on previous THDs, RMs as well as previous Work Plans, the Service shall work with relevant Book Captains to define the scope of Harmonisation for each technology foreseen to be harmonised the following year. As such, the Service shall prepare:
  - Draft list of topics for Harmonisation in the upcoming year; The first draft of Harmonisation Work Plan for the upcoming year.
  - The Service shall distribute draft Harmonisation Work Plan document provided by the Agency using ESA's IT infrastructure (e.g. sharepoint online) and according to the list of Space Entities.
  - At the end of consultation round on draft Work Plan, the Service shall collect inputs and comments on the distributed documentation and provide the consolidated results respecting the agreed calendar.
  - At the end of consultation round on draft Work Plan, the Service shall collect participation statistics and conduct a "lessons learned" analysis.
  - Once the Work Plan is finalised, the Service shall prepare templates (i.e. empty documents) for all Harmonisation documents for the upcoming cycles (e.g. THDs, RM excel tables, RM slides, Mapping Meeting slides, Kick-off Meeting slides, etc.)
  - The Service shall support the preparation of Harmonisation planning (e.g. schedule, milestones chart).
- Promote and disseminate information on the Technology Harmonisation process and status.
  - When requested by the Agency, the Service shall: circulate Harmonisation documentation describing the process and status of activities to indicated Space Entities; disseminate Harmonisation "products" (e.g. outcome of meetings, Mapping Meeting presentations, links to final Harmonisation documents, etc.) to indicated Space Entities.
  - Maintain public Harmonisation website up to date.
  - Maintain internal Harmonisation Sharepoint site up to date which includes but is not limited to: Creating appropriate folder structure before each Harmonisation Cycle is started; Uploading all template documents in their respective folders; Granting and maintaining access rights for relevant ESA representatives, ESA Delegates and other stakeholders at the beginning and during each cycle as needed.
- Support the coordination of Harmonisation topics
  - During each Cycle, for agreed Harmonisation topics, the Service shall support the Agency (TEC-H, relevant ESA Book Captains/supporting experts) in elaborating the Harmonisation documents (THDs, RMs, Mapping presentations). This includes but is not limited to: Preparation and running of internal kick-off meetings with personnel identified.
  - Support and guidance in terms of content, styling, formatting to relevant personnel in preparing draft THDs and draft RMs.
  - Support and guidance to relevant personnel in the analysis of received comments and recommendations on draft THDs and draft RMs.
  - Support and guidance to relevant personnel in order to adequately update draft THDs and draft RMs
  - Support and guidance to relevant personnel for any upcoming milestones (meetings with Delegates, consultation rounds, IPC paper preparation).

- Support the Entity Capability Mapping exercise
  - At the start of each Harmonisation Cycle and Space Entities Consultations on Harmonisation documents (e.g. THD, RM, Workplan), the Service shall prepare a contact distribution list to be used for the consultations, based on the inputs provided by ESA experts in the Entity Capability Mapping (ECM) database, shall review and clean the list of point of contacts (e.g. removing duplications), identify potential gaps and complete the list as much as possible through desktop research.
  - Prior to commencing the first Space Entities consultation of each Harmonisation Cycle, the Service shall ensure all conflicting inputs from ESA Experts and THAG Delegates are resolved so that a clear distribution list is obtained.
  - Throughout each Harmonisation Cycle and consultation, the Service shall update/review/maintain the distribution list used for the Space Entities consultation (e.g. adding missing contact information, adding new companies interested in the process).
  - Throughout each Harmonisation Cycle and consultation, the Service shall support the initialisation, update and finalisation of the collection of inputs in the ECM database, interfacing with ESA Experts and ESA IT team, if needed.
- General support to Harmonisation
  - During each Harmonisation Cycle the Service shall support the preparation of Mapping Meeting, Roadmap Meeting and THAG only sessions interfacing with relevant site services for logistic and organisational aspects, according to Agency's requirements and needs.
- Verify the consistency between Harmonisation Roadmaps and ESA Technology Workplans.
  - When requested by the Agency, the Contractor shall compare the applicable Harmonisation Roadmaps with ESA Technology Workplans and analyse the consistency between them.

## Skills & Experience

You will have the following qualifications and relevant experience:

- Masters in Aerospace engineering or a relevant discipline.
- At least 2 years of experience in Space Systems Engineering is necessary;
- Experience with IT tools for online surveys, document storing and management tools and python/scripting to automatise certain tasks would be an asset.
- Experience in coordinating consultations and online surveys would be an asset.
- Familiarity and experience in the R&D area and technology development processes, in particular in the space sector, is a distinctive advantage.
- Knowledge of Programme/Project management and controlling methods and tools.
- Autonomy, authority and ability to interface with ESA staff at all levels.
- Demonstrated ability to analyse and synthesise complex information.
- Good verbal and written communications.
- Fluency in English is mandatory; knowledge of another European language is an advantage.

This job is located in **Noordwijk**.

Passionate about people and passionate about space

If you think you have what it takes for this job, please send your CV (in English and in Word or PDF) to Leandros Foteinias, by clicking on the button "Apply for this job" quoting job **NL-HP- 5177**.

An exciting and dynamic international working environment awaits you!



HE Space recruiting for ESA