



Project Manager

Job description:

Together with your team, you will be responsible for the management and success of core subsystem to a scientifically and technologically innovative and complex astronomical instrument (METIS, Mid-Infrared ELT Imager and Spectroscope) on the world's largest optical telescope (ESO's Extremely Large Telescope- ELT). Developing this instrument for the ELT is a project that is being realized by a consortium of research institutes in several countries around the world, under the leadership of the Dutch Research School for Astronomy (NOVA). You will be part of this interdisciplinary, international consortium.

Your duties and responsibilities consist of, but are not necessarily limited to:

- Responsible for overall management and success of the Cold Central Structure (CCS) and Common Fore Optics (CFO) Work Packages (WPs) and associated team regarding budget, schedule & resources (labor and hardware)
- Develop, control, and maintain a detailed schedule and associated resource and budget management
- Facilitate technical issue resolution between team members, coordinate with overall project management
- Provide subcontract management for small and large hardware procurements- develop/negotiate contracts, coordinating with suppliers and other METIS partners, manage delivery schedules
- Report to and coordinate with the METIS Dutch Project Manager on the status of CCS/CFO WPs and project-level communication flow (regular meetings, documentation, tools, processes)
- Attends regular project meetings and design reviews representing CCS/CFO WPs
 - Local Project Management meetings
 - Consortium meetings
 - Working groups
- Support and maintain the local risk register for CCS/CFO risks and participate in the Risk Management Board as required
- Coordinate and contribute input for quarterly customer reports and design and analysis reports
- Responsible for the CCS/CFO product tree and associated budget

Job requirements:

- At least 15+ years relevant experience in project management
- Experience with optical and/or infrared instruments (also cryogenics is a plus)
- Experience in leading and working in teams of multidisciplinary-multinational engineers and scientists
- Experience with subcontract management- large and small external suppliers and partners regarding hardware procurements and associated processes in negotiating contracts and managing delivery schedules
- Proficient in developing and managing project schedules using Microsoft Project
- Proficient oral, written and interpersonal communications skills in English
- PMP (Project Management Professional) certification is desirable but not required
- Immediate availability

Location/Travel:

- The primary location for this job is the NOVA Optical Infrared Instrumentation group at ASTRON in Dwingeloo.
- Periodic travel between the METIS locations in Leiden, The Netherlands as well as to international partners (mainly within Europe) is expected.