



SESAR

DEPLOYMENT MANAGER

LET'S DELIVER TOGETHER

SESAR Deployment Alliance AISBL

Resourcing Call for :

SESAR Deployment Alliance Systems Architecture & Operations Manager

SESAR Deployment Alliance Business Systems and Process Manager

7 March 2019



Funded by the
European Union

SESAR Deployment - A Brief Introduction

About the SESAR Deployment Manager function

The SESAR Deployment Manager (SDM) function was established by the Article 9 of European Commission Implementing Regulation (EU) N°409/2013. Under the oversight of the European Commission, the SDM function performs the synchronisation and coordination of the deployment of the “Common Projects”.

A Common Project is a Commission Implementing Regulation which mandates the implementation of the most essential operational and technical changes defined in the European ATM Master Plan, endorsed by the Member States of the European Union and their operational stakeholders.

The first Common Project is known as the Pilot Common Project (PCP) and is defined by the Regulation (EU) N°716/2014. The SDM synchronises and coordinates implementation against the SESAR Deployment Programme which is a project view of the Common Projects, organizing their implementation into optimum sequences of activities by all the stakeholders required to implement.

To develop and maintain the SESAR Deployment Programme in close consultation with all the stakeholders is another important task under the SDM function.

The SESAR Deployment Alliance

The SESAR Deployment Alliance is the organization which has been selected by the European Commission to perform the SDM function until at least 31st December 2020.

Legal setup

The SDA AISBL is a “Not-for-Profit” International Association (AISBL) set-up under Belgian Law and composed of leading airlines, airports and air navigation service providers – the managers and users of Europe’s airspace. They are committed to the principle of the Single European Sky and to deploying the technologies that will deliver it to create customer and environmental efficiencies and benefits.

The SDA AISBL is composed of:

- Airlines, represented by the “A4” airlines grouping
- Airports, represented by SDAG on behalf of the EEIG Group of Airports
- Air navigation service providers, represented by the “A6” grouping.

To find out more visit our [website](#).

The Current Opportunity

To support us in our work, we are currently looking for:

- **SESAR Deployment Alliance Systems Architecture & Operations Manager**
- **SESAR Deployment Alliance Business Systems and Process Manager**

Candidates

This opportunity is open to staff employed or contracted by members of the SESAR Deployment Alliance AISBL. ***SDA AISBL in line with European Commission guidelines seeks to fulfil assignments in the most cost-effective way possible.***

Applications

Application must come via your HR focal point.

The application process requires 3 documents:

1. A copy of your CV
2. A Letter of Motivation – why you wish to be considered and what you believe you can contribute to the success of the SESAR Deployment Manager. The letter should also incorporate a declaration of commitment to act independently in the public interest, and your availability for interview.
3. A letter from your employer supporting your application.

Applications should be sent to: hr@sesardeploymentmanager.eu **by Friday, 29 March 2019 CET at the latest.**

Interviews

We will invite successful candidates for interview as soon as possible after the closing date in the week commencing **Monday, 8 April 2019**. Interviews will be held in Brussels or via Webex call. Reasonable travel expenses incurred wholly and exclusively for the purposes of attending the interview are direct costs recoverable by your employer through the grant claim process. Interviews will take approximately 60 minutes and may include a task based exercise.

Required Services

Title	SESAR Deployment Alliance Architecture and Operations Manager
Location	This is a 100% role for SDA. It is anticipated at least 80% of time would be spent in SDA AISBL Headquarters, Brussels - Belgium
Scope	<p>The successful implementation, deployment and day to day running of all the business systems within tight deadlines and budgetary constraints, to successfully support all operational aspects of an approximately 70 strong organizations in connection with ATM grant funding across Europe, so that the organization can effectively discharge all its obligations under the agreements it has with the European Commission, its Members and other stakeholders in the European aviation industry.</p> <p>To maintain an architectural view and detailed knowledge of all business systems enabling the impacts of change to be readily and easily identified and resolved, whilst understanding directing and developing the technical implementation of changes to align with business requirements and processes.</p> <p>To manage and resolve all technical infrastructure issues and changes across the organization and ensure the smooth transition of business system changes in all operational areas. Responsible for ensuring that all IT systems have the suitability, capacity and capability to support the complex business environment in which the organization operates.</p>
Accountabilities	<ul style="list-style-type: none"> • Coordinating 3rd party activities • Planning and monitoring of business system related work deliverables • Prioritizing defect fixes and alignment with SDA internal specialists • Create extracts from IT systems for further internal processing • Technical implementation and execution of all business systems • Establishing business analysis / and impact analysis for all business system changes and business requirements. • Liaising with the internal stakeholders over the production and acceptance of requirements, specifications, changes, and acceptance criteria, whilst understanding and articulating the advantages and disadvantages of any systems change. • Liaise with both the business users and the different systems development and technical staff to develop and implement design concepts which are in accordance with the fundamental user requirements and to the benefit of the operational efficiencies. • Take responsibility for the integration of sub systems and the definition of overall systems interfaces suitable for the business processes within SESAR Deployment Manager • To provide technical and architectural expertise in the evaluation of any system changes requested • Support of implementation partners in the use of primary business systems and ensuring a level of knowledge transfer to enable efficient use of the systems. • Updating and improvement of business system training materials • Identification of technical improvements to any business system and articulation of the business benefits of change implementation. • Responsible for the technical systems configuration changes which are necessary throughout the lifecycle of Implementing projects from the call for proposal through to completion of awarded projects. • Ensuring continual support for user access and management of data quality within the business systems. • Accountable for operational aspects of infrastructure between the two Brussels offices and ensuring all technical systems are correctly maintained in good working order, whilst resolving any issues which are highlighted by SDA personnel.

<p>Competencies</p>	<p>Essential</p> <ul style="list-style-type: none"> • Degree qualified (Preferably IT Systems or related) • Technical Architecture and Business Systems Management background with at least 10 – 15 years' experience, including international • Knowledge in IT support process setup and management • Skills in reporting and monitoring in complex environments • Ability to work with a diverse team of individuals and within extremely tight deadlines • Requirements engineering • Experience of technical systems change control • Clear understanding and knowledge of data management aspects applied to business systems • Experience in a wide range of industries and project environments including Information Management Systems • Familiarities with computing and network systems • Ability to assimilate knowledge of different systems and understand the different interface requirements • Ability to work at all levels of IT and systems competencies to ensure the continued availability in support of the business operations • Systems development background <p>Desirable</p> <ul style="list-style-type: none"> • ITIL accreditations; Lean and Six Sigma qualifications; comfortable working in different development environments • Active /valid Security Clearance is desirable • Experience of working within IT in EU institutions • High level of technical and systems integration knowledge • A strong personality to enable suitable control of workloads applied to IT and business systems resources. • Knowledge in Kanban and other agile methods to structure work processes • Knowledge management • SharePoint know how • Test- and delivery management expertise • Win automation knowledge • Visual basic expertise
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Required Services

Title	SDA Business Systems and Process Manager
Location	This is a 100% role for SDA. It is anticipated at least 50% of time would be spent in SDA AISBL Headquarters, Brussels – Belgium
Scope	<p>To successfully manage time, cost and budget of change projects and business systems within an organisation of circa 70 people staffed from across Europe, so that it can effectively discharge all its obligations under the agreements it has with the European Commission, its Members and other stakeholders in the European aviation industry.</p> <p>This role manages the small team of internal and 3rd party Project Managers, Planners and Business Analysts and supports the Head of Business Services in providing effective management processes for all SDA activities, seeking opportunities for optimisation and application of information technology.</p>
Accountabilities	<p>Tasks include but are not limited to:</p> <ul style="list-style-type: none"> • Ensuring the development and maintenance of fully resourced project plans, work breakdown structures, financial budgets management, reporting, project team staff involvement and all other aspects necessary for the successful delivery of (change) projects. • Managing the delivery of ongoing IT/IS services to support internal system (user) owners. • Supporting the negotiation, letting and ongoing servicing/support of all supplier contracts associated with the projects and IT systems, by liaising with relevant SDA stakeholders. • Identify opportunities for optimising management processes and realise the implementation of approved changes. • Building the bridge between SDA departments to manage successful internal alignment and ensure on time delivery of contractual documents. • Working in close co-operation with internal departments to support the transition to a new organization, ensure processes, deliverables and road maps are clearly understood and documented. • Accountable for tracking contractual deliverables for the SDA organisation based on signed SGA documents. • Manage the SDA Risk Register and ensure it is periodically updated and reviewed by the Management Team for review at the Board of Director Meetings. • Provide support to Chief Finance Partnerships and Corporate Services in managing evolving requirements for SDA IT systems with specific focus on acceptance of system changes by internal departments. • Provide support to Chief Finance Partnerships and Corporate Services in introducing data and information management procedures. • Review of all SDA Management Processes against existing SDA Quality Management System documents. • Manage the SDA Quality Management System, ensuring it is updated to reflect process changes. • Oversight of the SDA File structure in SharePoint.
Competencies	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required:

Essential

- Master's degree or equivalent in a numerical discipline.
- Consulting experience in a technical environment.
- Demonstrated business process engineering experience
- Experience in implementing software implementation projects
- Strong team player demonstrating maturity and respect when dealing with people at all levels
- Team Leadership, Communications and Stakeholder Management
- Supplier Management in international settings
- Experience in Business Analysis; Business Process Design; Business Process Re- Engineering; Business Change Implementation
- Fully proficient in Microsoft Office skills (Word, Excel, PowerPoint, Outlook, SharePoint).
- Excellent verbal and written communication skills in English language

Desirable

- Familiarity with the SDA's STAR portfolio management system would be highly beneficial.
- Further languages would be a benefit, particularly French and German
- A further business qualification would be beneficial.
- Experience in a multi-cultural work environment
- Experience in the aviation industry is preferred

Next Steps

Appointment and Conditions of Assignment

Principles

Any assignment resulting from this resourcing call does not constitute a contract of employment.

Member Employees

Throughout the assignment, individuals will remain an employee of their sponsoring employer's organisation. They are subject at all times to that employers' terms and conditions of employment, such as may from time to time be operable; including their policies for sickness absence, leave of absence, international assignments and the payment of relocation and any other approved allowances and/or business expenses.

Posted employees will continue to receive their salary, allowances and any other benefits as may be agreed by their sponsoring employer and will remain covered by their existing social security and/or pension arrangements.

Contractors

Individuals who are contracted to a member organization are classed as "Subcontractors" to SDA AISBL. The contract of employment will be between the member organization and the individual's contracting organization. Under European rules, no additional expenses may be claimed, so contractors rates should be inclusive of forecast expenses.

Posted employees and contractors not usually based in Belgium are required by Belgian Law to make a Limosa declaration. https://www.international.socialsecurity.be/working_in_belgium/en/limosa.html

Assignment Descriptions

The assignment descriptions reflect the general nature of the tasks to be performed. However, they are not intended to be an exhaustive list of all duties, responsibilities or deliverables which may change due to the dynamic environment SDA AISBL works in.

Line Management

Whilst undertaking their SDA AISBL assignment individuals will continue to have a manager within their sponsoring employer organisation, including for the approval of absences and any disciplinary matters.

Duration

Initially for 2 years, extendable by mutual agreement.

If SDA AISB is given notice that the EC wish to end the Deployment Manager activities and cease grant funding, then SDA and the sponsoring employers will have to plan for ending the assignments to coincide with the end of grant funding or earlier.