



EUROPEAN CENTRAL BANK

EUROSYSTEM

Technical Documentation Specialist

Reference: 2015-259-EXT

Function:

The Corporate Real Estate Management (CREM) Section in the Premises Division of the Directorate General Administration (DG/A) is seeking to appoint a Technical Specialist in the field of technical documentation.

The CREM Section is responsible for providing all owner, landlord and tenant services, including the planning of the ECB's medium-term spatial requirements and space management. It also manages procurement initiatives and lease and service contracts.

The Section is responsible for the technical documentation management of building, construction and facility management-related information and has developed a comprehensive document management system based on Opentext's Livelink platform. This system is interfaced with "Planon", the ECB's computer-aided facility management (CAFM) platform and the two systems exchange information on a common basis. The tasks of the Technical Specialist will encompass both data manipulation and its upload into the systems, the creation and management of metadata and the active handling of data and files within both systems, as well as on the network drives. Information and data requirements come from a variety of sources – in particular in the form of "as-built" documentation from construction projects – and must be uploaded into the systems and managed therein. Data manipulation within the systems and the assembly of sets of information for further projects will therefore be a key task for the Technical

Documentation Specialist.

The successful applicant will be entrusted with the following main tasks:

- managing technical documentation and data, and the exchange of both incoming and outgoing data (from/to design teams and contractors), including technical drafting;
- transforming data and preparing metadata and upload sheets for the import of documents and data into the ECB's Technical Document Management (TDM) system;
- monitoring and reviewing the quality of delivered data and documentation;
- ensuring the compliance of technical data and documentation with ECB standards and processes;
- uploading technical and building documentation from ECB building projects into the TDM system;
- managing the collection, storage and retrieval of technical documents within the Premises Division;
- updating documentation stored in the TDM system;
- ensuring that the most recent versions of technical documents are available and monitoring their location and use;
- preparing equipment lists retrieved from building documentation for the upload or update of equipment in Planon;
- preparing the link between 'equipments', assets and documents in Planon and the TDM system;
- preparing and uploading the documentation for all ECB sites, both leased and owned;
- supporting the reorganisation of computer-aided design (CAD) drawing archives on shared network drives, and the migration of files;
- supporting the creation of spaces and workspaces on ECB premises for their upload into Planon;
- supporting the maintenance of workspaces in Planon;
- conducting employee TDM training classes for end users.

Qualifications and experience:

Applicants must have the following knowledge and competencies:

- ideally a bachelor's degree in architecture, interior architecture or other relevant field combined with at least three years of experience working with AutoCAD software and technical drafting; or an AutoCAD/CAD certification and at least six years of experience working with AutoCAD software and technical drafting;
- ideally, at least three years of experience in document management using Electronic Document Management Systems (EDMS);
- ideally, experience in processing engineering and supplier/contractor documents related to the built environment;
- ideally, three years of experience in the engineering industry or related field;
- specialised training and certification in the field of document management or CAFM would be an asset;
- an in-depth knowledge and understanding of construction documents (architectural, mechanical, electrical, plumbing, fire, security, etc.) and operating and maintenance instructions, ideally in both German and English.
- knowledge of both English and German is required for this position; the successful candidate must have at least an intermediate-level command of one of these two languages (equivalent to a B1 under the Common European Framework of Reference for Languages) and an advanced (C1) command of the other language; advanced language skills in both languages would be an asset;
- a working knowledge of the Planon CAFM software would be an asset;
- a working knowledge of OpenText EDMS would be an asset;
- experience using database management and analysis tools, such as MS Excel or Access, and various communication software applications for electronic file transfer would be considered an asset;
- a strong knowledge of computer-based programs including, but not limited to, AutoCAD, Adobe, MS Word, Excel, PowerPoint and, ideally, SAP.

Competencies:

The successful candidate will have the following behavioural competencies:

- has a strong commitment to service provision; ensures timely responses and quality services in order to guarantee client/occupant satisfaction;
- manages his/her own time effectively, plans ahead and organises work within tight time frames;
- prioritises tasks and pays attention to detail, even when under time pressure;
- understands who his/her clients are and what their expectations are;
- has a strong sense of initiative and self-motivation;
- is comfortable working without close supervision, but knows when to involve others;
- has a constant ability and desire to learn new technologies.
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Further Information:

Fixed-term contract until 31 December 2017, which may be extended subject to individual performance and organisational needs.

To further enhance the diversity of its workforce, the ECB particularly encourages applications from female candidates. German language skills are a requirement for this position.

How to apply:

Applications are to be made in English and submitted using our online application form.

Further information on the ECB's conditions of employment for fixed-term positions can be found at <http://www.ecb.europa.eu/careers/newcomers/fixed-term/html/index.en.html>

Closing Date for Applications: Fri, 4 Dec 2015