

MICE Operations Manager – Role and responsibilities

Abstract

This document sets out a framework for specifying the roles and responsibilities of the MICE Operations Manager (MOM). It is not intended that this document be prescriptive. It is expected that the MOM will be free to exercise their individual judgement and initiative to maintain overall scientific oversight of daily MICE operations.

1. Job description

During MICE operations, and especially during ISIS start-up and running periods, the day-to-day operations of MICE are supervised by the MICE Operations Manager (MOM). The MOM has delegated authority from the MICE Operations Co-ordinator and the MICE spokesperson for the day-to-day running of the MICE experiment towards defined scientific objectives. The MOM is required to adhere to STFC safety policy, as outlined by STFC SHE Group¹ and has a duty to point out safety concerns. In matters of safety, the MOM reports to the MICE Project Engineer (GLIMOS²) who is responsible for the safe conduct of the experiment as delegated by the Director PPD.

2. Job Tenure

The MOM position will rotate amongst an active team of six MICE members who have undergone MOM training. These people will be chosen from a larger pool on an annual basis. Two months before the end of the year the members of the MOM team will be offered the choice to remain in the team for the next year, or to leave the pool, at which point new MOMs will be selected from the pool and trained. The length of time served, and frequency of service, by each MOM will be negotiated with the MICE Operations Co-ordinator and the other members of the active team. The MOM will be in residence at RAL for the period during which they are MOM and for one week before-hand to ensure an even hand-over from the previous MOM.

3. Job Recognition

A MOM tenure will accrue a shift credit equal to the number of days on which they are MOM.

They will be mentioned in the weekly MICE news email.

4. Role and Responsibilities

The MOM areas of responsibilities encompass:

a) *Scientific Oversight*

The MOM's primary responsibility is to ensure that the Operational Plan is enacted. This encompasses the following task list

- Be contactable by either email or the MOM phone at all times. Ensure that a contingency plan is in place in case the MOM cannot be at RAL.
- Ensuring, in conjunction with MICE Operations Co-Ordinator, that all relevant schedules are both up-to-date and available online
- Ensuring that the Hall is ready for data-taking
- Liaise with ISIS and the Hall Manager
- Attending all relevant oversight and scheduling meetings including, but not limited

1 <http://www.stfc.ac.uk/SHE/Policy/21068.aspx>

2 Group Leader In Matters Of Safety

to,

- the weekly Hall meeting
- MICE-ISIS Safety meetings
- bi-weekly Operations Meetings
- ISIS Scheduling Meetings
- Requesting and, in conjunction with the Hall Manager, filing radiation surveys
- Requesting and, in conjunction with the Experiment Scientist, filing geometry surveys
- Making and writing run plans and beam requests in conjunction with the MICE Ops Co-ordinator
 - Ensuring that the run plan is carried out
- Collate a running list of potential safety and operation issues
 - Raise issues in Operations Meeting with Mice Co-ordinator and GLIMOS where appropriate
- Holding keys and being in charge of key list document

b) Communications and Management

- Ensure that the appropriate documentation and authorisation forms are in the MLCR and online
- Ensure on-going safety or operational issues are flagged on MICEMINE and followed up in Operations and MEMO meetings as appropriate
- Ensure that the expert list is up-to-date and visible to shifters
- Communication of site announcements to MICE visitors, in conjunction with Rose Hayes.
- Presenting MOM report at Video conferences and Collaboration Meetings
- Ensuring that all required entries to the ELog are made

c) Shift Management

- Ensure that shifters are trained and authorised to be in MLCR (database)
- Be available for Shifter Training during Training Days

d) Training and Knowledge exchange

- Ensure next MOM is up-to-date with current problems and with short-term future plan at MOM handover meeting
- Be familiar with, and follow up, issues flagged by the previous MOM on micemINE and document their resolution.
- Document issues for the next MOM.

MOM duties shifted to Hall Manager (for discussion)

- Ensure that the daily walkaround occurs

- Follow up on issues from previous walkarounds
- Post a weekly report on the eLog
- Maintain the walkabout sheet and procedure documentation
- Ensure that the MOM is aware of any issues flagged in the walkabout
- Making sure annual safety and maintenance checks are done
- Ensure that MICE electrical authorisations are up-to-date and archived
- ensure PPE requirements are sufficient and that PPE equipment is available
- ensure that all work in the Hall is performed safely