

## MICE Duty Coordinator

### Role and responsibilities

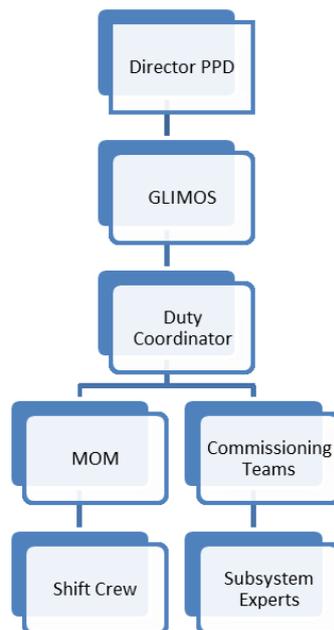
Revision A 6<sup>th</sup> November, 2015

### Introduction

The MICE Duty Coordinator (DC) is a key operational role within the MICE experiment, which will be exploiting an intensive run programme during 2016.

The DC will be responsible for the day-to-day safe operation of all MICE's activities, be they experimental data-taking, equipment commissioning or maintenance. The DC will report to the Group Leader in Matters Of Safety (GLIMOS) and will carry delegated safety responsibility from him.

The DC is not required to be an STFC employee, but must undergo specialist STFC training, which is described later.



Organisation chart, showing reporting line only

### Description of Role

Over the next two years or so, MICE's activities will be a combination of experimental running, equipment building, commissioning, diagnosis and

maintenance. All of this work must be carried out within the terms of the STFC safety policy, while also satisfying MICE's overall scientific objectives.

The two types of activity will be strictly separated into 'running' and 'commissioning', with a formal hand-over mechanism between the two. The principal duty of the DC is to manage and reconcile the requirements of both these activities.

***The DC retains the right to terminate the shift or work period if He or She feels it is unsafe to continue***

## **Working patterns**

Five Duty Coordinator posts will be created, to give sufficient flexibility to cover the anticipated experimental situations. The top-level workplan will be formulated in one venue only - the weekly MICE Operations meeting, which the DC will be expected to attend:

<b>Activity description</b>	<b>DC availability</b>
Routine data-taking, under local control of MOM <b>24/7</b>	DC 'on-call'
Commissioning of equipment, magnets and detectors, cryogenic logistics, <b>during STFC conditioned hours (9-5)</b>	DC present
Commissioning of equipment, magnets and detectors, cryogenic logistics <b>24/7</b>	DC present
Formal handover between activities	DC & MOM present

At this stage, it is impossible to plan any *24/7 commissioning* work in detail, but shift periods are likely to be in blocks of two weeks or less and suitable advance warning will be given. On-call and shift allowances are payable to STFC employees, within the terms of their Conditions of Employment Memoranda (CEMs), but external candidates and their own Line Management must be satisfied that their own conditions of employment are met before accepting the appointment.

## **Training**

The DC must attend the three day STFC 'Safety for Technical Managers' course. This course is held each month at either DL, RAL or UKATC and five places have been provisionally booked on the December 1-3<sup>rd</sup> course (at DL). In addition, the DC will attend a half-day instruction by the GLIMOS and the Head of STFC SHE Group to cover MICE-specific topics.

**Method of appointment**

On successful completion of the training, the candidate shall be appointed in writing by the Director of Particle Physics Department (PPD), with the candidate's Line Manager cc'd