



## **Executive Assistant – Spacecraft Technology**

STAR-Dundee Ltd. ([www.star-dundee.com](http://www.star-dundee.com)), a leading supplier of spacecraft on-board network technology and electronic test equipment, is seeking a highly capable individual to assist the company's CEO in day-to-day activities and in several areas of importance to the company. These include, but are not limited to, promoting the company's products and technologies internationally, supporting the company's employees, and growing the company's relationships with suppliers, partners and the local community.

STAR-Dundee has an excellent track record in innovative high-quality hardware, software and chip designs for spacecraft applications, supplying customers across the world. The company is an employee owned SME which places great value on supporting its customers and working collaboratively with its partners. To aid in the organisation's growth, we now seek to appoint someone who can support the CEO in several key aspects of the business.

### Job Specification

STAR-Dundee is seeking a highly capable individual to assist the company's CEO with various aspects of the business. The successful candidate will contribute to all or several of the following:

- Marketing
  - Organising the company's participation at events and meetings;
  - Managing the company's social media presence and web publications;
  - Contributing to marketing activities;
- Business Monitoring
  - Monitoring and reporting on company metrics, providing information presented at internal meetings and Board Meetings;
  - Organising internal meetings, including taking minutes and following up on actions;
- Contractual
  - Reviewing contracts and legal documents;
- Human Resources
  - Managing the company's recruitment process;
  - Managing and supporting the company's outreach activities;
  - Organising employee social events;
- Other
  - Supporting the CEO with other aspects of the business.

This role is open to people with a range of backgrounds including science, engineering, management, marketing and legal. A scientific/engineering background is helpful but not essential.

A candidate should have the following qualifications/skills/experience:

- A 1<sup>st</sup> class or 2:1 degree;
- Excellent organisational skills;
- Ability to work from their own initiative with limited supervision, as well as alongside other team members;
- Excellent verbal and written communication skills;
- Good attention to detail;
- Competency with Microsoft Office or similar;
- An interest in space technology.

Further details are available at [www.star-dundee.com/vacancies](http://www.star-dundee.com/vacancies).

### STAR-Dundee

STAR-Dundee is a successful SME in the aerospace engineering sector, which designs network technology for use on-board spacecraft. STAR-Dundee provides electronic test and development equipment and chip designs for spaceflight applications. STAR-Dundee concentrates on the design and support activities, with a highly skilled workforce; around 80% graduates and 40% PhDs. STAR-Dundee has a wholly owned subsidiary, STAR-Barcelona, based in Sant Cugat just outside Barcelona. All the company's manufacturing is carried out by suitably qualified subcontractors based in the UK.

The company has been operational for almost twenty years, building up a global customer base that includes just about all the famous names in the aerospace industry and the world's leading space agencies (including NASA, ESA, JAXA and CASC). STAR-Dundee has key distributors in the USA, Japan, China, South Korea and India, serving Europe and the rest of the world directly from Dundee.

STAR-Dundee is a world leader in SpaceWire and SpaceFibre technology. SpaceWire is a computer network for use on board spacecraft, which connects together instruments, mass-memory, processors, the downlink telemetry, and other on-board sub-systems. SpaceWire has been a highly successful collaboration between European Space Agency (ESA), academia and industry. STAR-Dundee's Chief Technology Officer wrote the SpaceWire standard for ESA with inputs from international spacecraft engineers. The SpaceWire standard was published in 2003 and is now being used or designed into more than 100 spacecraft costing well over \$50 billion. Space missions relying on SpaceWire technology include Earth observation, scientific, exploration and commercial spacecraft. STAR-Dundee chip designs are being used on many of these spacecraft and our test and development equipment is used during their design, integration and test.

Over several years STAR-Dundee has developed a new high-availability, high-reliability, multi-Gbit/s network technology for space applications, called SpaceFibre. SpaceFibre runs over electrical and fibre optic cable and is the next generation of spacecraft on-board network technology, featuring innovative quality of service and fault detection, isolation and recovery capabilities. The SpaceFibre

standard was published by ESA's standardisation body in 2019 and is now being designed into several space missions and already flying on two experimental spacecraft.

STAR-Dundee is a major partner in a series of ESA and UK Space Agency projects led by Rutherford Appleton Laboratories which is developing THz radiometer technology for space applications.

The highly qualified and experienced team of engineers in STAR-Dundee has well over 125 person-years' experience in spacecraft data-handling and microelectronic technology. STAR-Dundee is the winner of two SMART awards from the Scottish Executive in recognition of its leading-edge technology. In 2013 STAR-Dundee won The Courier Digital Business of the Year and overall Business of the Year awards and in 2014 it won the Scottish Chamber of Commerce Business of the Year award for companies with fewer than 25 staff.

### Other Information

Salary will be commensurate to experience. Please state your current salary when applying.

STAR-Dundee is an employee owned company, with over 50% of the company shares owned by an Employee Ownership Trust on behalf of the employees. Staff are represented on this Trust and on the Board of Directors, and also benefit, when there is a dividend payment to the other shareholders, with a tax-free bonus.

Applicants must have the right to work in the UK. Please state in your application that you are a UK citizen or have UK Government EU settled status, or provide details of your right to work in the UK.

This role may involve international travel from time-to-time, to meet with our worldwide user base.

### Location

STAR-Dundee is located in a renovated 19<sup>th</sup> century town house in the heart of Dundee overlooking the Tay estuary. The building is adjacent to the University of Dundee and a few minutes' walk from the city centre. Dundee is a thriving University town in the heart of Scotland (50 miles north of Edinburgh), close (20 miles) to the Highlands and an ideal base for those who enjoy outdoor activities.

Dundee, Scotland's fourth largest city, was listed by Lonely Planet in 2018 as one of the top ten best European destinations to visit and praised for its 'head-turning' urban redevelopment.

Dundee was lauded for its growing cultural scene and the exciting transformation of the city's historic waterfront; a development spearheaded by the opening of the newest branch of the V&A in September 2018. Describing the city, Lonely Planet's writers praised a creative scene that "increasingly attracts some of the UK's most visionary talent", building on its selection by UNESCO as the UK's first City of Design in 2014. The city will be further enhanced by the opening of Eden Project Dundee, which is planned to be completed in 2024.

Lonely Planet's spokesperson and Editorial Director, Tom Hall, said: *"While visitors have always been assured of a friendly welcome, Dundee has often been overlooked by travellers to Scotland, but that should be set to change. The opening of V&A Dundee is a really exciting moment that marks the city out as well worth a visit, but throw in nationally important museums and attractions, and its dynamic, creative spirit, and travellers will find a city boasting plenty to discover."*

How to apply:

The closing date for applications is 31<sup>st</sup> March 2022.

To apply for this position please send your CV and contact details of three referees, along with a brief covering letter stating how you feel you meet the above criteria, and indicating your current salary to:

Carole Carrie

STAR-Dundee Ltd

Email: [carole.carrie@star-dundee.com](mailto:carole.carrie@star-dundee.com)