

# Job Title: Section Leader, Document Control IO0150

Requisition ID **6624** - Posted - (France, 13067 St Paul Lez Durance Cedex) - **Managerial - New Posting**

The ITER Organization brings together people from all over the world to be part of a thrilling human adventure in southern France—building the ITER Tokamak. We require the best people in every domain.

We offer challenging full-time assignments in a wide range of areas and encourage applications from candidates with all levels of experience, from recent graduates to experienced professionals. Applications from under-represented ITER Members and from female candidates are strongly encouraged as the ITER Organization supports diversity and gender equality in the workplace.

Our working environment is truly multi-cultural, with 29 different nationalities represented among staff. The ITER Organization Code of Conduct gives guidance in matters of professional ethics to all staff and serves as a reference for the public with regards to the standards of conduct that third parties are entitled to expect when dealing with the ITER Organization.

The south of France is blessed with a very privileged living environment and a mild and sunny climate. The ITER Project is based in Saint Paul-lez-Durance, located between the southern Alps and the Mediterranean Sea—an area offering every conceivable sporting, leisure, and cultural opportunity.

To see why ITER is a great place to work, please look at this video

**Application deadline:** 02/11/2022

**Domain:** Engineering Domain

**Department:** Central Integration Office

**Division:** Configuration Management Division

**Section:** Document Control Section

**Job Family:** Line Management and Group Leaders

**Job Role:** Section Leader

**Job Grade:** P5

**Language requirements:** Fluent in English (written & spoken)

**Contract duration:** Up to 5 years

## **Purpose**

As the Section Leader for Document Control Section (DOC), you will develop, implement, maintain and improve the procedures and systems allowing the proper management of the ITER Organization's (IO) documents, records, as well as all other technical digital information deemed required as part of the ITER plant technical configuration.

You will also be in charge of the IO knowledge management program which covers the construction phase to ensure smooth knowledge transfer to the operator.

You will be in charge of the development of the IO's Product Lifecycle Management (PLM) tool, managing contributions from the team, but also from other key IO entities related to this project (Design Office, Design and Configuration Control section, Construction and Science & Operation domains).

## **Background**

*The Configuration Management Division (CMD) provides procedures, rules, tools and supports the IO's teams to assure the proper management of the technical baselines, documentation, and associated technical data.*

*In order to support CMD Head, the Document Control Section (DOC) is in charge of maintaining the document control function and knowledge management function. This consists in establishing and*

*managing procedures and processes, including tools of document, record, engineering data management and knowledge management for the whole project and through the project life cycle, as well as supporting the execution of the design processes.*

### **Key Duties, Scope, and Level of Accountability**

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- Manages the DOC section in order to ensure that the scope, roles and responsibilities are clearly defined and that responsibilities are distributed efficiently;
- Establishes the policies and procedures for documents and digital information management, including drafting, review, approval, and exchanges;
- Organizes trainings and support in any adequate format to promote a proper and efficient use of IO information tools by IO, the Domestic Agencies and other third-parties;
- Maintains, specifies and accepts all the IO systems in charge of implementing the above-mentioned policies and procedures;
- Implements nuclear safety regulations and other safety standards of the section's work, including the implementation of the technical control of the Protection Important Activities where applicable;
- Manages as a whole the development program for the IO PLM system, including a major centralization of the management for all technical documents/drawings, as well as the centralization of the management of ITER's components and parts of technical digital information;
- Manages the IO library, the IO archives, and the contracts enabling IO to have access to all relevant codes and standards for their activities;
- Contributes to the ITER Management and Quality Program (MQP) for policies and procedures related to documents control;
- Develops and implements the IO knowledge management program as part of the IO design authority system for a nuclear operator;
- Takes the lead to develop, execute and complete a program to make procedures, processes and tools applicable to the operation phase to the extent of the nuclear regulator's endorsement;
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- May be required to work outside ITER Organization reference working hours, including nights, weekends and public holidays.

### **Measure of Effectiveness**

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- Provides effective leadership to the section to ensuring team members are motivated and constantly developing their skills and experience;
- Ensures the smooth operation of the ITER documentation, records and technical digital data systems in compliance with the Project Requirements;
- Ensures Section deliverables meet safety standards, quality, schedule and cost requirements;
- Ensures the proper implementation of nuclear safety regulation and other safety standards of the section's work, including the implementation of the technical control of the Protection Important Activities, as well as their propagation to the entire supply chain.
- Defines all the future orientations in terms of processes and tools related to the scope of the section.
- Continually improves the data/information exchanges between IO and DAs;
- Ensures work is performed in a safe, effective, compliant, and economical manner that is fully responsive to the needs and requirements of the IO, the regulators, employees, and stakeholders;
- Works closely with Design and Configuration Control Section (DCC) of CMD to support the ITER configuration management;
- Provides leadership in occupational safety;
- Assures that IO's goals are achieved in a timely and effective manner, which meets safety, quality, cost and schedule targets;
- Builds and maintains the relationship with internal and external stakeholders;

### **Experience & Profile**

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- **Professional Experience:**

- Minimum 10 years' experience in document control centers and PLM implementation teams within complex international environments or nuclear projects.
- **Education:**
  - Master degree or equivalent a relevant discipline;
  - The required education degree may be substituted by extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains.
- **Language requirements:**
  - Fluent in English (written and spoken).
- **Technical competencies and demonstrated experience in:**
  - Documents and Records: Demonstrated ability to develop and maintain organization's policies and procedures, particularly relating to document and record management required for the nuclear operator;
  - Team Building and Management: providing leadership, work direction and ensuring development of competencies for a multicultural team, including coaching team members and developing their competencies;
  - Knowledge Management: Developing and maintaining a programme of knowledge management and expertise;
  - Experience in management of PLM or other Data-Centric systems;
  - Experience in large international organizations or science-based projects is beneficial;
  - Experience in the nuclear field would be advantageous;
  - Managing and implement Electronic Document and Record Management Systems (EDRMS).
- **Behavioral competencies:**
  - Collaborate: Ability to facilitate dialogue with a wide variety of contributors and stakeholders;
  - Communicate Effectively: Ability to adjust communication content and style to deliver messages to work effectively in a multi-cultural environment;
  - Drive results: Ability to persist in the face of challenges to meet deadlines with high standards;
  - Manage Complexity: Ability to analyze multiple and diverse sources of information to understand problems accurately before moving to proposals;
  - Instill trust: Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.

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***The following important information shall apply to all jobs at ITER Organization:***

- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, ITER Values (Trust; Loyalty; Integrity; Excellence; Team mind set; Diversity and Inclusiveness) and Code of Conduct;
- ITER Core technical competencies of 1) Nuclear Safety, environment, radioprotection and pressured equipment 2) Occupational Health, safety & security 3) Quality assurance processes. Knowledge of these competencies may be acquired through on-board training at basic understanding level for all ITER staff members;
- Implements the technical control of the Protection Important Activities, as well as their propagation to the entire supply chain;
- May be requested to work on beryllium-containing components. In this case, you will be required to follow the established ITER Beryllium Management Program for working safely with beryllium. Training and support will be provided by the ITER Organization;
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- Informs the IO Director-General, Domain Head, or Department/Office Head of any important and urgent issues that cannot be handled by line management and that may jeopardize the achievement of the Project's objectives.

