

Civil Construction and Site Support Office Head

CCS-001

Reports to Line Manager:	Principal Deputy Director General (PDDG)	Job Code:	CCS-001
Direct Employment:	Required	Grade:	D1

Purpose

To support the Principal Deputy Director General (PDDG) in all matters related to civil construction, including all site related design and construction activities;

To manage the interface with the European Legal entity in all matters of civil construction and site preparation;

To maintain and manage all interface discussions with all technical subsystem leaders and continue the development of interface documentation between the buildings and the technical systems;

To communicate technical needs to the Domestic Agencies, their designers and contractors and manage cost effective implementation in conjunction with the relevant responsible entities within the European Domestic Agency as represented by F4E.

china

eu

india

japan

korea

russia

usa

Major Duties/Responsibilities

- Supports the PDDG in all matters related to design and construction activities as well as the necessary procedures required to ensure the timely delivery of the relevant construction permits;
- Provides effective leadership for the Office ensuring team members are motivated and constantly developing their skills and experience;
- Develop and maintain an effective working relationship with the F4E on-site management team to ensure efficient processes are in place to ensure the timely completion of the detailed design and construction of all buildings and site infrastructure;
- Maintain positive relationships with senior F4E management to ensure that a synchronized effort between IO and F4E is achieved.
- Reports all project relevant scope, schedule, and cost information to the Project Office on a regular basis and report all CCS office activities to Senior Management and relevant Domestic Agencies via the SMM and IO-DA respectively;
- Develops and maintains the interface documentation in conjunction with the CIE Office and oversee the technical interface between the on-site construction and the technical subsystem leaders;
- Enforces the project's Quality Assurance (QA) and Safety Program with F4E, and their external contractors;
- Develops and manages the cost, schedule and risk baseline in conjunction with the Project Office;
- Manages and reports on all technical, cost, schedule and risk variances arising from construction activities, including the management of cost and schedule contingency;
- Manages the change control process for his/her scope of work and communicates changes to the Project Office; he/she is also responsible for integrating field-related changes with other technical interfaces;
- Provides leadership for all stakeholders working within the domain of ITER Site and Buildings;
- Assistant where appropriate in the development of ITER policies, standards and procedures and ensure the implementation of such within the CCS Office;

- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

Qualifications and Experience

- ***Education:***
 - Degree at least equivalent to 8 years of study after the High School Diploma (E.g. PhD), in the Civil Construction field or other relevant discipline.
- ***Technical & Project experience:***
 - At least 20 years' experience and outstanding expertise in the construction support of large technical or science facilities, especially with construction related to Nuclear facilities;
 - Experience in the construction of multimillion dollar facilities;
 - Expertise in interface management with technically complex systems;
 - Experience in environmental impact studies;
 - Experience with permits and legal environment in construction;
 - Excellent safety record on previous construction jobs;
 - Experience in effective QA management and implementation.
- ***People Management experience:***
 - At least 15 years' experience in a managerial position;
 - Ability to manage all areas of people management from strategic resource planning and organization to staffing, leading, monitoring and motivating staff members and managers within the Office;
 - Ability to lead and communicate widely in a multi-cultural environment.
- ***Social skills:***
 - Ability to make decisions impacting the Office and/or other Departments/Office;
 - Ability to problem solve and to communicate on high level issues including decisions made by top management, the Organization's priorities, budgets and schedules.
- ***Language requirements:***
 - Fluent in English (written and spoken). Knowledge of French would be beneficial.
- ***Computer and IT skills:***
 - Experience using modern project management tools.

Direct Supervisor and Interfaces

- Reports to the PDDG.
- Acts as an interface between the Civil Construction and Site Support Office, all other ITER Departments/Offices, the Domestic Agencies, and General Contractors.

Authority / Approval Levels

This position has authority and approval levels defined by the PDDG for his/her scope of work.

Measures of Effectiveness

- Successfully manages the interface between the technical system leaders and the design team for civil engineering;
- Successfully develops and maintains interface documentation;
- Successfully manages budgeting and cost control in the civil construction area.