

<b>TITLE: Document Control Officer</b>		<b>CCS-018</b>
<b>REPORTS TO LINE MANAGER: Head, Civil Construction and Site Support Office (HCCSSO)</b>		
<b>GRADE RANGE: G2-G3</b>		
<b>DATE WRITTEN: March-20-2007</b>	<b>DATE REVISED: 30-JUL-07</b>	<b>DATE REVISED:</b>

**Purpose:**

Support the HCCSSO in all matters related to the construction documents management and control required for ITER Cadarache construction site, including construction documents, drawings, contracts, and other supporting technical documentation required for effective and efficient installation at these facilities.

**Major Duties/Responsibilities:**

- Support HCCSSO in all matters related to document control and management of construction documentation.
- Show strong commitment to the ITER safety program and enforces it through individual behaviour and in his/her organization.
- Maintain a strong commitment to the implementation and perpetuation of ITER values and ethics.

**Qualifications Required:**

At least 5 years experience in document control and drawings management during construction of large technical or science facilities, and in particular, in the successful completion of large civil construction facilities. Experienced in the use of modern document management tools. Possibility of staying in the project for more than 5 years.

**Work Direction and Interfaces:**

Report to the Head, Civil Construction and Site Support Office. Interface with all technical divisions to support excellent integration. Implement construction document management systems. Interface with the construction design team on document management requirements and with the construction manager on cost effective implementation.

**Authority/Approval Levels:**

Has authority and approval levels defined by the HCCSSO for his/her scope of work.

**Measures of Effectiveness:**

Successfully manage interface between document control facilities for construction site activities and the design teams of the site layout and associated plant facilities, including those temporary facilities required during construction and installation. Successfully manage budgets for the documents control facilities for CCSS Office. Successfully manage interface with Architect Engineer and the European Legal Entity; develop and maintain interface documentation.