

Site and Buildings Design Data Technical Officer

CCS-022

Reports to Line Manager:	Head of the Civil Construction and Site Support Office (CCS)	Job Code:	CCS-022
Direct Employment:	Required	Grade:	G4

Purpose

To ensure that all data, drawings and models for the ITER buildings and Site Infrastructure are prepared, managed, stored and issued in a timely and appropriate manner to the necessary project stakeholders including those internal to ITER, the Domestic Agencies and contractors.

Major Duties/Responsibilities

china

eu

india

japan

korea

ruissia

usa

- Works in close collaboration with Civil Construction and Site Support Office (CCS) Section Leaders and ITER Design Office representatives, to implement internal ITER procedures for the production, approval, storage and distribution of 3D Detailed models and Configuration models;
- Ensures the compatibility between the 3D Catia Models, 3D Configuration models and Autocad drawings prepared by the CCS Office and their external partners;
- Ensures the compatibility between the 2D SEE VISIO PFD's and/or P&ID's for building system designs with CATIA 3D models and/or Autocad drawings prepared by the CCS Office and their external partners;
- Ensures that external data and drawings provided to the CCS Office are approved in accordance with agreed procedures and schedules;
- Coordinates the overall resource pool available to CCS from the Design Office and via framework contracts to ensure that required resources are available; prepares Design Work Orders for the provision of designers where necessary;
- Coordinates the gathering and input of CCS and/or Domestic Agency design data to the ITER Design Office catalogue and engineering database systems as required;
- Manages the preparation of drawings required for CCS documentation and the documentation for other ITER Departments, where appropriate (e.g. for submissions to French Regulatory Authorities);
- Maintains up-to-date knowledge of applicable ITER procedures relating to drawing production and management;
- Becomes a primary competent user of the ITER Document Management System (IDM) and any other data management systems relevant to CCS activities;
- Is responsible for the management of all drawing approvals and assists in the presentation of formal design reviews for CCS systems;
- Coordinates with the design office of other stakeholders such as the EU Domestic Agency and their contractors;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

Qualifications and Experience

- **Education:**
 - Bachelor's Degree or higher diploma equivalent to 4 years of additional study after High School Diploma, in the Civil, Structural or Mechanical Engineering field or other relevant discipline.
- **Technical experience:**
 - At least 10 years experience in the field of designing (drafting) and design management;
 - Experience in design office management is beneficial.
- **Project experience:**
 - Experience working within a large multi-disciplined construction project;
 - Basic Project Management experience is required.
- **People Management experience:**
 - Experience coordinating small teams of designers.
- **Social skills:**
 - Ability to work effectively in a multi-cultural environment;
 - Ability to work in a team and to promote team work.
- **Language requirements:**
 - Fluent in English (written and spoken);
 - French language skills would be considered an advantage.
- **Computer and IT skills:**
 - Experience with Microsoft Word and Excel is required;
 - Significant experience with Autocad or similar engineering drafting package is required;
 - Some experience with CATIA v5 and/or SEE VISIO would be beneficial.

Direct Supervisor and Interfaces

- Reports to the CCS Office Head;
- Will be required to report to other CCS Section Leaders and the ITER Quality Assurance Department, as required;
- Acts as an interface between the CCS Section Leaders and the ITER Design Office;
- Interfaces with external Organizations in particular the European Domestic Agency and their contractors.

Authority / Approval Levels

This position has authority and approval levels as defined by the CCS Office Head.

Measures of Effectiveness

- Completes reporting activities in a timely manner and with a high level of quality;
- Completes the implementation of ITER procedures in a timely and effective manner.
- Communicates in a coherent and effective manner to the hierarchical management, peers and external Organizations.