

<b>TITLE: Equipment &amp; Systems Catalogue Coordinator</b>		<b>CEP 014</b>
<b>REPORTS TO LINE MANAGER: Director of Design Office</b>		
<b>DIRECT EMPLOYMENT: NOT REQUIRED</b>		<b>GRADE RANGE: P2 ~P4</b>
<b>DATE WRITTEN:</b>	<b>DATE REVISED:</b>	<b>DATE REVISED:</b>

**Purpose:**

- Responsible for the development and maintenance of the ITER catalogue
- Responsible for the coordination of the involved contributors, the training and coaching

**Major Duties/Responsibilities:**

- Responsible for the development and maintenance of the ITER Equipment & Systems catalogue required to develop the P&ID driven design of the ITER circuits. To do so,
- Responsible for the coordination of the key Contributors to / partial implementation of the development & maintenance of the catalogue:
  - The engineering data managers in charge of collecting and structuring the engineering documentation from the process engineers...
  - The PRM manager in charge of administering the ITER Process Resource Management (PRM)
  - The catalog development Designers in charge of the data creation in CATIA V5
  - The ITER design office collaboration Coordinator
- Responsible for providing the required assistance, training and coaching to the Contributors
- Responsible for the technical interfaces with the software Editors in the catalogue area, regarding in particular: the fixing of bugs (PRM), enhancement requests aiming at the improvements of the software (up-coming releases), assistance for the setting & customizing, documentation...
- Responsible for the development of interfaces between the catalogue and other ITER software
- Responsible for the compliance with the QA guide-lines in this area
- Responsible for proposing, specifying and leading the improvements of the catalogues
- Supervision of possible assistants.
- Negotiation and supervision of assistance contracts with external Contributors.
- Negotiation and supervision of collaborative tasks with the DA in the area of catalogue development
- Dealing with a range of CAD and engineering practices in the area of Equipment & Systems catalogues development, such as: 2D symbols, 3D Parts, line-IDs, equipment, pipes & fitting, multi-discipline connectors, attributes & values, design rules, specifications, design life-cycle, modelling, drafting, bill-of-materials, identification, naming convention, design changes, document tracking, organization, roles & responsibilities, checking procedures, standards, design office design collaboration techniques ...
- Coordination of the development of catalogues for a range of disciplines / circuits: liquids, gases, vacuum, HVAC, electrics, wave-guides, signals, supports / hangers, penetrations, embedded plates...
- Contribution to auxiliary DO related activities

**Qualifications and Experience:**

- Higher diploma or certificates in Engineering, Computer Science or equivalent.
- A minimum of 5 years experience at position of engineering & IT related development, in a large multi-disciplinary project performed in an international environment and in a remote design collaboration manner,
- A minimum of 3 years experience of catalogue development / customization work involving CATIA 5 and advanced data-base
- Demonstrated ability to produce high quality results which have stood the test of being successfully deployed in production.
- Skills: Excellent ability to organize and monitor development activities, good communication skills and capability to work towards predefined goals with a high level of autonomy.
- Previous experience in the design / analysis of electromechanical or nuclear components, in particular in the fusion field, would be advantageous, as would experience with complex mechanical systems, engineering projects.
- Language knowledge: Good active and passive knowledge of written and spoken English.

#### **Work Direction and Interfaces:**

- Reports to the Director of Design Office
- Interfaces with all involved departments (DDG's) and divisions, and in particular:
- Interacts on a daily basis with: the relevant ITER Component Responsible Officers, the Plant DO Supervisor, the ENOVIA Administrator, the CAD + PLM Development and Customization Coordinator, the CAD + PLM Development and Training & Coaching Coordinator, the Design Office Collaboration Coordinator, the CAD Manual and Processes Coordinator, the Product Break Down Structure Coordinator and the People & Organization Coordinator
- Maintains frequent communication with the other ITER departments and interacts directly with appropriate levels in the Field Team and ITER parties domestic agencies for all matters of his responsibilities.

#### **Authority/Approval Levels:**

- Has authority and approval levels generally defined by the Director of Design Office for his/her scope of work.

#### **Measures of Effectiveness:**

- Provides an efficient and high quality service of the ITER DO & DA
- Contributes to an effective P&ID driven design of the ITER systems
- Contributes to the development of the Staff: technical capabilities, CAD tools, team spirit...
- Establish a good collaboration attitude with all involved internal & external organizations.