

<b>TITLE: Design Office Collaboration Coordinator</b>		<b>CEP-067</b>
<b>REPORTS TO LINE MANAGER: Leader of Design Config. / Control Section; Department of Central Engineering and Plant Support</b>		
<b>DIRECT EMPLOYMENT: NOT REQUIRED</b>		<b>GRADE: P3-P4</b>
<b>Date Written: JULY, 2007</b>	<b>Date Revised:</b>	<b>Date Revised:</b>

**Purpose:**

- Responsible for the development the ITER design office collaboration schemes, their implementation by ITER and DA, the control of their efficiency and improvements

**Major Duties/Responsibilities:**

- Responsible for the development and maintenance of the ITER design office collaboration schemes / processes allowing the various Parties to efficiently contribute to the ITER design in a remote manner while meeting the ITER QA & configuration control requirements. The 3 following key collaboration schemes should be made available: asynchronous, scheduled and synchronous.
- Responsible for the organization, monitoring, tracking of the CAD data exchanges & development of related tools (enablers)
- Responsible for proposing, specifying and leading the improvements of the quality and efficiency of the ITER design office collaboration schemes after assessing them on a regular basis
- Supervision of one or several assistants.
- Management on a daily basis of the relations with Domestic Agencies & Institutes / Suppliers in the CAD design collaboration area..
- Negotiation and supervision of assistance contracts with external Contributors.
- Dealing with a range of QA, CAD and data-base practices in the area of design collaboration involving mechanical and plant design as well as simulation, such as: design life-cycle, modelling, drafting, Bill-of-Materials, libraries, identification, naming convention, design changes, document tracking, organization, roles & responsibilities, checking procedures, standards ...
- Contribution to auxiliary DO related activities

**Qualifications and Experience:**

- Higher diploma or certificates in Computer Aided Design or equivalent.
- A minimum of 8 years experience at position of responsibility in a Design Office, including design office collaboration schemes & implementation, in a large multi-disciplinary project performed in an international environment and in a remote design collaboration manner.
- A minimum of 10 years experience of design work involving an advanced CAD system, including 3 years with CATIA 5. Experience with ENOVIA LCA -

VPM5 is suitable. Experience with previous versions of advanced VPM, or with other integrated database systems would be advantageous.

- A deep knowledge in network matters, data base management & administration and automation environment (VB, CAA) and demonstrated applications is highly suitable.
- Demonstrated ability to produce high quality results which have stood the test of being manufactured successfully would be a distinct advantage.
- 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 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 Design Office Configuration Control Section Leader in the Central Engineering & Plant Support Department
- Interfaces with all involved departments (DDG's) and divisions, and in particular:
  - Interacts on a daily basis with the DA Collaboration Coordinators, the ITER IT Office, the ITER DO Coordinators (ENOVIA Administrator, CAD Processes and CAD Manual, CAD & PLM Development and Customization, CAD & PLM User Development and training & coaching, People & Organization...)
  - Interacts on a daily basis with the various ITER & DA Design Office Collaboration actors to help in the implementation of the collaboration schemes (training, coaching, testing, guide documents...) and aiming at improving the knowledge, understanding, application, quality and efficiency of the ITER design office collaboration processes

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

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

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

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