

TITLE: Coordination Engineer for Design Collaboration		CEP-078
REPORTS TO LINE MANAGER: Leader of Design Configuration Control Section, Design Office, Department for Central Engineering and Plant Support		
DIRECT EMPLOYMENT: NOT REQUIRED		GRADE RANGE: P3-P4
Date Written: July, 2008	Date Revised:	Date Revised:

Purpose:

To administrate the Computer Aided Design (CAD) and Engineering activities performed by external ITER Contributors. To contribute to the structuring and organization of the studies aiming at optimizing work and collaboration efficiency.

Major Duties/Responsibilities:

- Administrates the CAD and Engineering Collaboration tasks in close relation with the key actors (Responsible Officers (RO), the Domestic Agency (DA) - representatives, the IO Design Integration and Design Office Management and Design Office Support Members), including:
 - Contribution to the development and implementation of the associated processes and procedures;
 - Contribution to the preparation of detailed collaboration working plans for each ITER system with Domestic Agencies;
 - Coordination with the Design Office and Design Integration Members (mechanical and plant design sections, CAD collaboration, integration, schedule etc);
 - Detailed review of the draft Design Work Orders (DWO);
 - Administration and monitoring of the associated Task Agreements and Design Work Orders implementation: schedules, resources, deliverables, phases, meetings etc;
 - Help to enable the efficient implementation of the Domestic Agencies Design Work Orders, depending on the context, such as:
 - Monitoring of questions/answers and pending issues, interfaces;
 - Organization of remote coordination meetings with Domestic Agencies' counterparts at the External Contributor's offices;
 - Handling of issues submitted by the External Contributors on Design Office collaborations;
 - Proposal and possible implementation of corrective actions;
 - Identification, Analysis and Reporting on needs related to the CAD + ENG collaboration implementation Processes;
 - Planning of ITER Organization Design Office actions related to collaboration between the ITER Organization and External Contributors.
 - Progress monitoring and associated documentation: contribution to review meeting presentations (PowerPoint), weekly progress reports, resources;
 - Review of the intermediate and End-of- Design Work Orders reports;
 - Preparation of detailed input for the Design Office Scheduling Activity (Activity E-8);

- Dealing with a range of design disciplines, such as: mechanical and plant design, machine assembly and maintenance simulation, interface analysis;
- Preparation of reports.
- Ensures that the outsourced design tasks comply with the ITER Organization procedures and processes (CAD Work and CAD Data Management, CAD Manual, Protocol of Design Collaboration);
- Performs Design Office-related coordination and development tasks:
 - Actively contributes to the preparation of the Design Integration – Design Office meetings; the remote design collaboration schemes & the exchanges of CAD data with ITER Partners; the monitoring of the resources and schedules; the Design Office QA, implementation (CAD Work and CAD Data Procedures, CAD Manual, processes and procedure); the highlighting of miss-functioning and auxiliary Design Office related activities.
 - Actively contributes to pilot activities to assess, develop and deploy new software and migration; training; coaching; participation in the development of methodologies; guides and CAD Manual sections and various Design Office-related tasks.
- Maintains a strong commitment to the implementation and perpetuation of the ITER safety program, values and ethics.

Qualifications and Experience:

- **Education** : Higher Diploma in Mechanical / Process / Generalist Engineering
- **Experience**: A minimum of 7 years' experience including 3 years with a level of responsibility in the Design Office of a multi-disciplinary project / company and preferably performed in a remote design collaboration manner;
- A minimum of 3 years' experience in the implementation of engineering activities: requirement definition; conceptual, pre-detailed and detailed studies; definition of complex interface systems; preliminary sizing; contribution to the development of manufacturing specifications; contract monitoring;
- Previous experience in the design of complex mechanical components and processes preferably in fusion and/or nuclear field and involving a large number of complex interfaces would be advantageous;
- Experience of monitoring design work performed by CAD Designers using advanced CAD systems (3D, drawings and process description) would be advantageous;
- Demonstrated ability to produce high quality results which have stood the test of being manufactured, tested, installed and commissioned successfully would be advantageous;
- Skills: excellent ability to organize and monitor design activities, good communication and negotiation skills and capability to work towards predefined goals with a high level of autonomy while sustaining a high working pressure.
- **Language knowledge**: High level of written and spoken English.

Work Direction and Interfaces:

- Reports to the Configuration Control Section Leader in the Department of Central Engineering and Plant Support;

- Interacts on a daily basis with the relevant ITER Component Responsible Officers (in charge of technical solutions), the Design Integration RO (in charge of the ITER configuration control) and the Design Office Members, aiming at the required level of quality and at an efficient development of the design collaboration;
- Maintains frequent communication with the ITER Domestic Agencies for all matters concerning his/her responsibilities.

Authority/Approval Levels:

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

Measures of Effectiveness:

- Successfully ensures an efficient and high quality service of the Design Configuration Control Section to ITER and DA;
- Successfully contributes to an effective administration of the CAD and Engineering Tasks performed outside IO;
- Successfully contributes to the development of the staff: technical capabilities, CAD tools, team spirit;
- Successfully establishes a good collaborative relationship with all involved internal and external organizations.