

TITLE: CAD Quality Design Coordinator		CEP-088
REPORTS TO LINE MANAGER: Leader of Configuration Control Section, Design Office, Department for Central Engineering and Plant Support		
DIRECT EMPLOYMENT: REQUIRED		GRADE RANGE: G4-G5
Date Written: July 2008	Date Revised:	Date Revised:

Purpose:

To promote and contribute to the implementation of the Design Office (DO) Computer Aided Design (CAD) Quality processes at the ITER Organization (IO)-DO and Domestic Agency (DA)-DO, particularly with regards to DO work instructions concerning CAD data and CAD Data-Base methods. To supervise, with regards to CAD data quality, the CAD design activities performed by Designers at IO and outside IO. To develop, coordinate and check CAD data and CAD Data Base (DB) studies over the entire life-cycle and contribute to collaboration.

Major Duties/Responsibilities:

- Be responsible for the quality of the CAD data in general
- Performs CAD data reviews of design tasks in their early design phase:
 - Supports Designers in the implementation of the CAD Manual and the resulting methods;
 - Advises Designers on the CAD and DB structure;
 - Proposes corrective actions to improve the CAD and DB quality.
- Performs coordination and development tasks as Design Coordinator in collaboration with the PLM Solution Coordinator:
 - Develops / improves CAD and DB methods to allow the designers to efficiently produce CAD data in the required quality;
 - Writes and modifies work instructions for newly developed or changed CAD methods;
 - Adjusts generally developed methods to single component-specific solutions;
 - Organizes CAD quality audits, work-shops, training and coaching sessions;
 - Prepares reports.
- Performs design tasks as Design Coordinator under the instructions of the DO Configuration Control Section Leader:
 - Actively contributes to checking the CAD data (Cursory and Approved); preparation of the Design Integration – Design Office meetings; remote design collaboration schemes and exchanges of CAD data with ITER Partners (export, import, checking, interactions with the ITER Partners, Suppliers, supporting engineering companies / sub-contractors); the Design Office QA, implementation (CAD Work and CAD Data Procedures, CAD Manual, processes and procedure); the highlighting of miss-functioning; DO library and auxiliary DO-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 DO-related tasks.

- Maintains a strong commitment to the implementation and perpetuation of the ITER safety program, values and ethics.

Qualifications and Experience:

- **Education:** Technical College or equivalent in Mechanical / Process Engineering and/or higher diploma in Computer-Aided Design or equivalent;
- **Experience:** A minimum of 7 years' experience (including experience as Leading Designer) in a Mechanical Design Office in a large multi-disciplinary project performed in an international environment, preferably in a remote design collaboration manner;
- A minimum of 7 years' experience in design work involving advanced CAD system (3D, drawings and multi-discipline process diagrams), including 3 years with CATIA 5 and experience with ENOVIA LCA - VPM5. Experience with previous versions of VPM or with other integrated database systems would be advantageous;
- The demonstrated ability to produce high quality results;
- **Skills:** Excellent ability to organize and monitor activities, good communication skills (including training and coaching) and ability to work towards predefined goals with a high level of autonomy while sustaining a high working pressure;
- **Language requirements:** High level of written and spoken English.

Work Direction and Interfaces:

- Reports to the Configuration Control Section Leader of the Design Office;
- Interacts on a daily basis with the Design Coordinators and Designers, the Design Office Management, DO Support Team and DA representatives, aiming at the required level of quality and at an efficient development of the design.

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 provides an efficient and high-quality service to the ITER Design Office;
- Successfully contributes to an effective development of the DO methodologies and their implementation;
- Successfully contributes to the further development of technical capabilities, flexibility, CAD tool control and team spirit;
- Successfully supports the objectives and interests of the ITER Project;
- Successfully establishes a good collaborative relationship with all involved internal and external organizations.