

TITLE: Technical Coordinator for Design Collaboration		CEP-092
REPORTS TO LINE MANAGER: Leader of 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 monitor and perform CAD data exchanges between the ITER Organization (IO) and Domestic Agencies (DA), in compliance with the associated IO Design Office (DO) procedures, and to supervise the activities of a small team of designers and contractors dedicated to CAD data exchanges. To bring quality and efficiency in the collaborative design process by providing the relevant technical support to the IO Responsible officers, Design Integration, Design Coordinators in IO DO, and counterparts in Domestic Agencies.

Major Duties/Responsibilities:

- Be responsible for the monitoring and quality of the CAD data exchanges performed by him/her or a dedicated team of Design collaboration assistants (including Contractors). These activities include:
 - Collecting, identifying, administrating, assigning and tracing the data exchange requests coming from the design contributors;
 - In the case of data exports: Collecting the data requested by the External Contributor from the reference source of CAD data (ENOVIA data-base), storing file-base and transfer to the external contributor;
 - In the case of data imports: Collecting the incoming data, launching checking procedures, reconciling the CAD data within the Enovia database;
 - Editing the relevant documentation (DET form) with relevant information and recommendations dealing with the remote design, gathering comments coming from Design Integration and interfacing Responsible Officers, circulating the proper documentation among the relevant contact persons;
 - Implementing the relevant traceability of exchanges.
- Assists and advises other IO and DA DO actors, IO Responsible Officers and counterparts in Domestic Agencies, about the relevant CAD methodologies, procedures, to be applied on specific collaborative design actions;
- Assists the Design Office Collaboration Coordinator in:
 - Assessing the efficiency of the collaborative design procedures;
 - Reporting about the CAD exchange activities;
 - Proposing improvements, testing and deploying them;
 - Circulating the processes and procedures amongst all collaborative design contributors.
- Interacts daily with the DA Design Office Collaboration Coordinators for all matters related to CAD exchanges.

Qualifications and Experience:

- **Education:** Technical College Diploma or equivalent in Mechanical / Process Engineering or Quality Management;
- **Experience:** A minimum of 3 years' experience in a Design Office in a multi-disciplinary project. Previous experience in the design of electromechanical and / or nuclear components, in particular in the fusion field, would be advantageous;
- A minimum of 2 years' experience in CAD design collaboration (data exchanges managed through well-established procedures);
- Experience with ENOVIA LCA -VPM5 would be suitable. Experience with previous versions of advanced VPM, or with other integrated database systems would be advantageous;
- Demonstrated ability to produce high quality results, proven ability to organize and monitor a small team activity;
- Good communication skills and ability to work towards predefined goals with a high level of autonomy are essential;
- **Language requirements:** High level of written and spoken English.

Work Direction and Interfaces:

- Reports to the Design Office Configuration Control Section Leader in the Department for Central Engineering and Plant Support. The activities are supervised by the ITER DO Collaboration Coordinator;
- Interacts on a daily basis with the relevant ITER Component Responsible Officers, the Integration Responsible Officers, the IO Design Office Management and Support Team, Design Coordinators and Designers, as well as with DA counterparts, aiming at the required level of quality and at an efficient collaborative 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 and DA DO in the area of design collaboration, and enables a timely treatment of the CAD data exchanges;
- Successfully contributes to the development of the staff: technical capabilities related to CAD data exchanges and design collaboration procedures, team spirit;
- Successfully establishes a good collaborative relationship with all involved internal and external organizations.