

Project Controls Section Leader

PRO-084

Reports to Line Manager:	Head of Project Management Division, Project Office	Job Code:	PRO-084
Direct Employment:	Required	Grade:	P5

Purpose

To develop, implement, and manage IO planning project control activities. The activities will be carried out in collaboration with a small core team from the Project Office, and also with a matrix organization of staff from various Departments and Offices. The Section Leader will be responsible for the development and implementation of standards, and must ensure that budget, baseline documents (e.g. scope, schedule, cost, risk analysis), and other required submittals, are prepared for all Departments and Offices in the ITER Organization (IO). The Section Leader also manages the development, collection, and reporting of project planning and performance information to control and plan lifecycle and current year work scope, and out-year work planning and funding requests. This includes management of work performed through IO staff, subcontractors, Domestic Agency (DA) staff under Task Agreements, and other mechanisms, as required.

china

eu

india

japan

korea

russia

usa

Major Duties/Responsibilities

- Provides effective leadership for the Section ensuring team members are motivated and constantly developing their skills and experience;
- Ensures work is performed in a safe, effective, compliant, and economical manner that is fully responsive to the needs and requirements of the IO, the regulators, employees, and stakeholders;
- Manages a group of departmentally-based planning and project control groups through a matrix organization. In this system, the Project Office controls work methods, processes, standards, planning calendars, submittal dates and formats, and generally sets the IO performance expectations for the departmental groups. The Deputy Director General (DDG) and Office Heads are responsible for the content of the plans, and are responsible for ensuring the project is executed on schedule and within budget;
- Establishes and maintains appropriate planning systems, fully integrated, appropriate for a large, technically complex, international nuclear construction project; supports the ITER Project Baseline updates;
- Optimizes the use of budgeted resources and minimizes resource requirements required for IO mission completion;
- Manages the IO Project Controls group to ensure the highest quality product to enforce the most cost-effective method of performance; assists the Project Office to develop, implement, and uphold the IO project control standards and procedures;
- Leads the IO planning and project controls effort, including WBS and work scope development, scheduling, cost estimating, and risk management;
- Works in collaboration with the Department's Technical Responsible Officers to develop and execute high quality plans, contracting strategies, and work performance to baseline schedules and

- costs; works in collaboration with the Domestic Agencies to develop and implement cost-effective and efficient in-kind procurements, producing quality products to baseline schedules and budgets;
- Through the Departmental planning groups, develops and manages the Departmental procurement strategy and plans and through the distributed staff, assists the departmental effort to develop and implement Procurement Arrangements and Task Agreements;
 - Supports preparation activities for the Fiscal Year (FY) baseline and out-year budget calls; develops and maintains department fiscal budgets;
 - Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

Qualifications and Experience

- **Education:**
 - Degree at least equivalent to 4-6 years of study after the High School Diploma in Business Management or Engineering.
- **Project experience:**
 - At least 12 years' experience in construction management, project management and/or project controls;
 - Thorough knowledge of project management, project control, planning, and budgeting, earned value/performance reporting and scheduling systems.
 - Experience in a large nuclear or science-based project is beneficial;
 - Background in nuclear facilities and operations, especially in the areas of reactor design and engineering; knowledge and experience in fusion science and engineering and superconducting magnets is beneficial;
 - Demonstrated ability to develop and maintain knowledge of an organization's policies and procedures, particularly relating to project and program project control standards;
- **People Management experience:**
 - At least 10 years' experience in a lead position;
- **Social Skills:**
 - Ability to deal with a actors distributed throughout the Organization and throughout the world;
 - Ability to work effectively in a multi-cultural environment;
 - Ability to work in a team and to promote team work.
- **Language requirements:**
 - Fluent in English (written and spoken).

Direct Supervisor and Interfaces

- Reports to Head of Project Management Division.
- Interfaces with Division management, with all IO team members and subcontractors, with DA planning and integration, and technical personnel; with Management Advisory Committee personnel and contract personnel from other external collaborators; with prime subcontractor planning and projects departments; and with subcontracted support service personnel.

Authority / Approval Levels

This position has authority and approval levels as defined by the Head of Project Office for his/her scope of work.

Measures of Effectiveness

- Provides support that successfully contributes to the execution of the Departments', Offices', Project Office's, and Domestic Agencies' work, activities and also to the Project's overall objectives.