

IO1185 Construction Coordinator BSI-050

General information

Job category	Standard
Status	Published
Department	DIP/Directorate for Buildings & Site Infrastructure
Section	BSI / BSI-1 / Non Nuclear Buildings Section

Job description

Main job	Engineering - Construction
Title of the position	Construction Coordinator BSI-050
Job family	System Engineer - 2
Grade	P4
Direct employment	Not required
Purpose	<p>To play a key role in the mission of the Buildings and Site Infrastructure (BSI) Directorate which is primarily to ensure the oversight of the design and construction of the buildings and site infrastructure associated with the ITER project such that the project objectives in terms of cost, schedule and performance are achieved. To prepare, co-ordinate and supervise the ITER Site & Buildings acceptance of construction works executed by suppliers in the ITER role as Nuclear Operator as defined by French regulations.</p> <p>To ensure the implementation of the ITER construction supervision systems in particular those relating to oversight of contractors and suppliers.</p>
Main duties / Responsibilities	<p>Undertakes the day to day preparation, update & mgt of the supervision procedures in compliance with the ITER requirements for the BSI. This will require the coordination of all building related disciplines like the review and acceptance of supplier/contractor control plans, the conducting and/or co-ordination of site inspections, & the final archiving of documents</p> <p>Performs a coordination role in the integration of the supplier schedules for construction (ctn) works & the ITER system schedules for equipment installation & assembly</p> <p>Assesses Deviation Requests/Non-conformities raised by Domestic Agencies (DAs) and subcontractors including the preparation & mgt of associated Project Change Requests where necessary</p> <p>Assesses critically the Control Plans, procedures & schedules prepared by the DAs & their contractors & take an active role as a technical expert in ctn inspections relating to all aspects of the Site & Buildings</p> <p>Plans, sets up & manages ITER inspections & audits of the ctn activity documentation produced by the DAs & their contractors for formal acceptance by the IO</p> <p>Implements & manages the implementation by others, of the ITER mgt policies, procedures & work instructions focusing on French regulatory requirements relating to Basic Nuclear Installations in particular the application of the ITER Quality Assurance systems put in place to ensure such compliance</p> <p>Manages meetings relating to the ctn of ITER</p> <p>Ensures meeting outcomes are consistent with ITER overall requirements</p> <p>Undertakes on-site monitoring activities and audits to ensure that ctn activities are carried out in accordance with approved designs. Ensure full traceability of activities from design through to as-built records</p> <p>Writes technical documents, procedures & work instructions for the oversight activities & effectively & efficiently checks the written reports produced by others & creates, reviews & approves a significant # of technical docs maintaining of the record ITER database</p> <p>Acts as Section Leader in case of absence & approved delegation as requested.</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;</p> <p>Performs other duties linked to the above purpose upon mgt request, as necessary;</p> <p>Maintains a strong commitment to the implementation & perpetuation of the ITER Safety Program, values & ethics.</p>

Measures of effectiveness	<p>Reports to the Non-Nuclear Buildings Section Leader; Interfaces with other BSI Section Leaders, IO line management, with all IO staff, with DAs' technical personnel; with IO contractor technical departments; Interacts closely with staff from BSI, Quality Assurance and Safety Division to ensure requirements and procedures are coherent and managed in accordance with applicable rules; In response to requests from the Director-General and/or BSI Director, or proactively, informs the DG/ Buildings BSI of any important and urgent issues that cannot be handled by the concerned line management & may jeopardize the achievement of the Project's objectives.</p> <p>Compliance of assigned tasks to the ITER schedule; Completion of technical responses within assigned timeframe; Number of technical documents drafted & reviewed successfully; Contribution to technical meetings & level of positive feedback from attendees; Coordination of the acceptance of construction works. Positive feed-back from interfacing Technical Responsible Officers.</p> <p>SAP Number: 5-328</p>
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Applicant criteria

Level of study	At least Master's Degree or equivalent
Diploma	Facilities management or other relevant discipline
Level of experience	At least 10 years
Technical experience	<p>Strong level of competence in construction management /oversight At least 8 years' experience of building construction within a regulated environment where strict QA procedures are required (e.g. pharmaceuticals, petrochemicals, food, life sciences etc.). Experience in a nuclear environment and to specific internationally recognized standards applicable to the Nuclear Buildings Industry such as GS-R-3 is a strong advantage Experience of implementation of rigorous QA procedures and management of associated documentation Experience of project management tools such as scheduling, Earned Value Management, task management, change control. Experience of problem solving in a multi-task environment to strict deadlines Experience of making presentations, writing reports and effective verbal communication Understanding of the ITER project and/or Fusion environment would be beneficial</p>
Project experience	At least 10 years
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit, Ability to communicate effectively, Ability to work under pressure, Ability to effectively multi-task, Good planning and organisational skills, Ability to hold and respect deadlines
General skills	Experience of motivating and leading people to achieve outcomes and in managing technical meetings to achieve project goals
Languages	English (Working)