

# IO1383 Health & Safety Coordinating Assistant SQS-035

## General information

Job category	Standard
Status	Confirmed
Department	SQS/Department for Safety, Quality & Security
Division	SQS / Occupational Health & Security Coordinationi Division

## Job description

Main job	Safety - Security - Health
Title of the position	Health & Safety Coordinating Assistant SQS-035
Job family	Functional Assistant - 3
Grade	G5
Direct employment	Required
Purpose	<p>To support the Health and Safety (HS) Officer in occupational safety and health matters concerning risk assessment process of ITER systems and buildings.</p> <p>Implements guidelines provided by the Health and Safety Responsible Officer;</p> <p>Participation in the risk assessment process of ITER systems</p> <p>Identifies applicable legislation and relevant best practice standards to the design of equipment and installation to achieve HS objectives and develop a documentation data base;</p> <p>Checks consistent with HS requirements during systems design reviews;</p> <p>Provides inputs to the design of buildings for compliance with applicable legislation in health and safety;</p> <p>Develops, maintains and implements emergencies procedures related to worksite;</p> <p>Is the ITER contact person for the health and safety coordination of assembly activities;</p> <p>Proposes and controls the respect of Health and Safety measures in ITER worksite for ITER staff and contractors;</p> <p>Organizes training courses on all matters related to occupational Health and Safety (e.g. first aid, safety for newcomers, etc.);</p>
Main duties / Responsibilities	<p>Develops and maintains procedures for occupational Health and Safety;</p> <p>Takes part in the on-call duty service established by the ITER Organization outside normal working hours, including nights, weekends and public holidays;</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 management request, as necessary;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <p>Reports to the Head of the Occupational Health and Security Coordination Division, under coordination of the Health and Safety Officer;</p> <p>Acts as an interface between other departments and external organizations or companies in health and safety matters;</p> <p>In response to requests from the Director-General and/or Safety Quality and Security Department Director, or proactively, informs the DG/ Safety Quality and Security Department Director of any important and urgent issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objectives.</p>
Measures of effectiveness	<p>Provides an up-to-date database of French safety regulations;</p> <p>Makes records of Health and Safety in ITER;</p> <p>Establish and Follow up design review safety requirements;</p> <p>Contributes to the development of a culture of Health and Safety in ITER.</p> <p>Project Construction Phase.</p>

## Applicant criteria

Level of study	At least Bachelor's degree or equivalent
Diploma	Occupational Health&Safety or other relevant
Level of experience	At least 7 years
Technical experience	<ul style="list-style-type: none"> <li>- At least 7 years experience in a similar position; Systems/installations/buildings design support for integration of health and safety aspects;</li> <li>- International Health and Safety Certifications (e.g. NEBOSH, OSHAS, etc.) would be advantageous.</li> </ul>
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
General skills	<ul style="list-style-type: none"> <li>Good communication skills and ability to work autonomously;</li> <li>High level of reliability, discretion, and confidentiality.</li> </ul>
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Working knowkledge in French language is considered as an advantage.