



the way to new energy

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JOB DETAIL

Ref. IO1536 - 4/1/2015

Communication Head CAB-015

Main job	Generalist
Department	CAB / Cabinet of the Director-General
Division	Communication
Job Family	Head of Division
Application Deadline (MM/DD/YYYY)	04/24/2015
Grade	P6
Direct employment	Required
Purpose	<p>To develop and implement the ITER Organization communication policy and strategy with the goal to gain and maintain the trust, support, and confidence both of the ITER Organization Central Team and Domestic Agency (DA) staff, and of external audiences (media, local communities, general public and more generally all the stakeholders to the ITER Project) throughout the life of the project.</p> <p>To advise the Director-General (DG) and Head of Cabinet (CAB) of the DG on communications/public relations issues.</p>
	<p>Develops, plans and implements the ITER communication policy and strategy;</p> <p>Proposes, implements and monitors the annual Communication plan and budget;</p> <p>Represents the Organization in meetings, conferences, events, and acts as spoke-person for the Organization;</p> <p>Manages in close relations with the Head of CAB crisis communication for any incident, accident or sensitive topics;</p> <p>Oversees the preparation and production of ITER Project related communication material, printed as well as e-based, and conducts political liaison work, creating and maintaining networks of high level communications contacts with broadcast media, the press, DAs, international institutions and other groups;</p>
Main duties / Responsibilities	<p>Contributes to the development of institutional public relations as nuclear operator (e.g. Local Information Commission/Commission Locale d'Information - CLI);</p> <p>Takes the lead in strategy, planning, development and implementation of ITER internal and external communication tools, ITER intranet and public website;</p> <p>Undertakes activities to promote coverage on traditional and social media of priority issues and/or major events;</p> <p>Proposes and supports the technical departments in their internal communication needs;</p> <p>Prepares or oversees preparation of a diverse range of communications information products in support of major campaign initiatives; monitors current events and trends for potential campaigns; & manages relationships with media;</p> <p>Supervises and co-produces content for the ITER communication material, in particular for press-releases;</p> <p>Provides advice and expertise to managers, senior officers and other public information staff on a range of public affairs issues, methods, and approaches; anticipates and resolves communications/public relations issues/problems;</p> <p>Supports ITER senior management and drafts speeches or documents for public communication regarding the ITER Project and affairs issues;</p> <p>Manages the communication team staff; plans and allocates work assignments; coaches, mentors, and</p>

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	<p>evaluates staff; participates in recruitment and selection of new staff and in the definition of training needs; Supports the execution of the Strategic Management Plan and the Detailed Work Schedules defined by the Organization; executes and delivers work consistent with the budget of the Communication team; Maximizes human capital and people's commitment to achieving the IO goals; Builds and maintains relationship with internal and external stakeholders; Performs other duties upon management request, as necessary; Maintains a strong commitment to the implementation and perpetuation of the ITER values and ethics.</p>
Measures of effectiveness	<p>Reports to Head of Cabinet of the Director-General; Interacts with Central Team and DA staff, the ITER various stakeholders and media; In response to requests from the Director-General, or proactively, informs the DG 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> <p>Proposes and implements effectively the ITER internal and external communication strategy and policy; Proposes innovative communication solutions to senior management; Solves efficiently communication issues; Ensures smooth communication between Central Team and Das Communication services; Increases the visibility of the ITER Project within scientific and industrial communities.</p> <p>ID SAP: 50000016 Project Construction Phase</p>
Level of study	Master or higher degree
Diploma	Communication or other related discipline
Level of experience	At least 15 years
Technical experience	<p>At least 15 years' experience in high-level communication in an international environment; At least 10 years' experience communicating science with a proven track record; Solid experience in writing technical/scientific material for various communication supports (website, press release, official letters, speeches etc.); Experience in communication for nuclear environments or sites as well as a background of safety culture are highly desirable; Background knowledge/experience in fusion would be considered as an advantage;</p>
People management experience	10 years
Social skills	<p>Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team spirit Ability to organize and monitor activities Good planning and organisational skills</p>
Specific skills	<p>MS Office professional (Access, Project, Publisher, Visio) MS Office standard (Word, Excel, PowerPoint, Outlook)</p>
General skills	<p>Excellent communication skills; Good managerial skills; Excellent presentation skills; Ability to negotiate with influence and convince internal and external stakeholders; At least 10 years' experience in supervising a team; Ability to provide effective leadership; Ability to motivate and develop the team members' skills and experience.</p>
Others	<p>Excellent grasp of the English & French languages, both in writing and in speech; Computer and IT skills consistent with managing a complex one-of-a-kind technical project.</p>
Languages	<p>English (Working) French (Working)</p>

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