



the way to new energy

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JOB DETAIL

Ref. IO1704 - 5/8/2016

Head of Human Resources Department HRD-001

Main job	Human Resources
Department	HRD / Human Resources Department
Job Family	Head of Department
Application Deadline (MM/DD/YYYY)	06/01/2016
Grade	D1
Direct employment	Required
Purpose	<p>To be responsible for implementing the vision of the Director-General for an integrated ITER Project, which comprises a multi-skilled, flexible, high-performing and multicultural workforce, with the goal of efficiently fulfilling the complex mission of the ITER Organization (IO);</p> <p>To articulate and promote throughout the IO a set of core principles and values for human relations and the management of human resources;</p> <p>To strategically and operationally develop and implement robust policies and procedures that reflect and reference these core principles and values for human resources and relations, interacting with the ITER Organization (IO) Director General (DG), the Deputy Director-General for Relations Coordinating Officer (DDG/RCO) & Deputy Director-General Chief Operating Officer (DDG/COO) in their respective role, and taking into full consideration the international nature (35 countries associated) of the project;</p> <p>To attract, develop & retain highly motivated staff in a way that leverages the diversity of the ITER members countries as an opportunity and valued asset, which is critical to the success of the Project;</p> <p>To lead the creation & maintenance of a healthy, positive work environment that engages and supports the IO staff as the core asset of a productive, flexible and results-oriented Organization in keeping with the ITER Agreement and ITER Council and Management Assessment recommendations and in collaboration with IO-Central Team (CT) & IO-Domestic Agencies (DAs);</p>
Main duties / Responsibilities	<p>To manage the HR Department, oversee the management of HR issues and requests from managers and staff within the IO, and interact with the IO-CT Staff committee;</p> <p>To facilitate development and implementation of staffing plans and staff selection at all levels, and their resulting schedule and budgets.</p> <p>To advise other IO managers on HR functions, including the monitoring of performance and the development of the skills and potential of staff in line with the mission of the ITER Organization.</p> <ul style="list-style-type: none">• Supports the execution of the Project Management Plan and the Detailed Work Schedules defined by the Organization;• Proposes and develops HR management strategy (short, medium and long-term objectives) to the IO management, and then communicates and implements it;• Supports the communication & implementation of strategic organizational change in collaboration with Communication team;• Carries out a staff competencies & qualification analysis and management system;• Provides strategic direction and leadership on the development, review and communication of HR policies, with the proper transparency and flexibility necessary to take into account the multicultural nature of the ITER project for its ultimate success;• Provides efficient customer-based HR services;• Maximizes human capital and provides direction on staff engagement to achieving the IO goals, implementing a policy on contract renewal strategy serving the best interest of the project;

	<ul style="list-style-type: none">• Identifies and analyses staff career development and training needs, in coordination with the other departments and with the DAs of the ITER Project, and designing integrated programs to meet the identified needs;• Provides advice and support to managers and staff on HR related matters by carrying out regular monthly meetings and urgent ones when necessary;• Develops and maintains collaborative and constructive relationships with staff representatives, the CHS and the staff members individually;
Measures of effectiveness	<ul style="list-style-type: none">• Develops collaborative relationships with the DDGs, the IO line management and peers of DAs;• Sets clear standards for effective human relations in a healthy multicultural work environment, leading by example and providing managerial and staff training as needed to promote such an environment across the Organization;• Oversees and reports to the Executive Project Board & Central Team Management Board consistent and accurate information, statistics and reports for HR;• Oversees documents related to the IO's HR for ITER Council meetings as well as Management Advisory Committee meetings;• Provides effective leadership for the Department by: planning and allocating work assignments, offering coaching and mentoring, ensuring team members are motivated and constantly developing their skills and experience; <ul style="list-style-type: none">• Proposes, develops, communicates and implements adequate updates of regulations and policies, in close collaboration with the Legal Advisor, complying with ITER Council, managerial or auditors' requests and recommendations with a high degree of professionalism & integrity; ;• Develops and maintains excellent relationships with all stakeholders;• Responsible for timely Department deliverables that meet quality standards, schedule and cost requirements;• Responsible for implementation of nuclear safety regulation and other safety standards relevant to the Department's work;• Responsible for adherence in IO to best practice and technical standards.
Level of study	At least Master's Degree or equivalent
Diploma	Public or business administration or HR
Level of experience	At least 15 years
Technical experience/knowledge	<ul style="list-style-type: none">– Masters' degree in public or business administration, international HR management or related areas such as education or social sciences or professional experience considered as equivalent. <ul style="list-style-type: none">– At least 15 years of responsible experience in human resources management including at least 10 years within an international environment for large projects or a large international science or technology corporation;– Understanding of the status of staff members of public international organizations;– Successful expatriation experience required, in particular experience working with the different ITER Members or in ITER Members countries.– A minimum of 15 years of high level and supervisory positions in major international projects or organizations with some international projects or offices expatriate staff assignments;– Ability to provide effective leadership;– Ability to motivate personnel and develop their skills and augment their experience.
People management experience	At least 15 years
General skills	<ul style="list-style-type: none">– Excellent communication and negotiation skills;– Empathy and deep understanding of expatriation & cross-cultural issues;– Ability to work effectively in a complex organization & environment;– Strong commitment to customer service;– Ability to work in a team and to promote team work and mutual trust. <ul style="list-style-type: none">– Knowledge of the French language is an advantage, in order to interact with French Authorities, as required, would be an advantage;– IT skills consistent with managing Human Resources activities in a complex project.
Others	<ul style="list-style-type: none">• Reports to the DG;• Interfaces with the DDG/RCO in his coordinating role of the (staff, schedule, risk) Project Control activities with

regard to the activities of IO-CT technical Departments, DDG/COO, Offices, Project Teams and DAs, external bodies (e.g.: OECD, CERN, French Labor inspectors, etc.) and the IO Staff Committee;

- Performs other duties upon management request, as necessary;
- Maintains a strong commitment to the implementation and continuation of the ITER Safety Program, values and ethics.

Languages	English (Fluent)
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For more information about ITER, visit our web site : <http://www.iter.org>