

# Job Title: Permit to Work Coordinator IO1105

Requisition ID **5800** - Posted - (France, 13067 St Paul Lez Durance Cedex) - **Machine Operations** - **New Posting**

The ITER Organization brings together people from all over the world to be part of a thrilling human adventure in southern France—building the ITER Tokamak. We require the best people in every domain.

We offer challenging full-time assignments in a wide range of areas and encourage applications from candidates with all levels of experience, from recent graduates to experienced professionals. Applications from under-represented ITER Members and from female candidates are strongly encouraged as the ITER Organization supports diversity and gender equality in the workplace.

Our working environment is truly multi-cultural, with 29 different nationalities represented among staff. The ITER Organization Code of Conduct gives guidance in matters of professional ethics to all staff and serves as a reference for the public with regards to the standards of conduct that third parties are entitled to expect when dealing with the ITER Organization.

The south of France is blessed with a very privileged living environment and a mild and sunny climate. The ITER Project is based in Saint Paul-lez-Durance, located between the southern Alps and the Mediterranean Sea—an area offering every conceivable sporting, leisure, and cultural opportunity.

To see why ITER is a great place to work, please look at this video

**Application deadline:** 10/04/2022

**Domain:** Science & Operation

**Department:** Science, Controls & Operation

**Division:** Operations

**Section:** Commissioning & Op. Readiness

**Job Family:** Construction

**Job Role:** Engineer – 2

**Job Grade:** P2

**Language requirements:** Fluent in English (written & spoken)

**Contract duration:** Up to 5 years

## Purpose

As a Permit to Work (PTW) Coordinator, you will supervise and organize activities to ensure that system in areas controlled by Operations Division is implemented in line with applicable documentation and in compliance with internal and external regulations.

You will setup and administer the “PTW desk”, supervise staff activities and manage work orders, work permits, equipment lockout-tagout (LOTO), and keys during commissioning, operations and maintenance of the ITER Tokamak and plant systems.

## Background information:

The Operations Division is responsible for developing plans, procedures and for implementation of commissioning, operation and maintenance of the ITER Tokamak and plant systems. A work control desk is based adjacent to the control room to manage the reception and issuance of permits and keys.

This position is assigned to the Site Services Group.

## Major Duties/Roles & Responsibilities

- Manages and organizes the activities related to “PTW desk”;
- Participates to the daily coordination meetings and supervises the operation of the PTW related activities and manages the processing of requests;;

- Identifies and organizes the instructions of the PTW to prioritize activities in coordination with the permit requesters, the systems Responsible Officers, the Principal Shift Operator, and any other relevant stakeholder;
- Maintains, reviews and assesses the work control procedures and forms for the administration of work requests, work orders and work permits for operations and maintenance (i.e. materials, tags, locks etc.);
- Assesses risks for critical activities submitted by the PTW requesters and makes recommendations as necessary;
- Controls and organizes the implementation and removal of the isolations;
- Is responsible for the keys and access management in areas under Operations Division's responsibility;
- Coordinates authorization requests from Principal Shift Operators for activities under work control, in the control room or elsewhere;
- Supports Principal Shift Operators by maintaining the database of the overview of on-site ongoing work activities and configuration of the systems depending on existing isolations;
- Supervises the lockout-tagout (LOTO) process during commissioning, operations and maintenance of the ITER Tokamak and Plant (for areas under Operations Division responsibility);
- Performs regular controls on the PTW and LOTO processes on site but also on the electronic PTW tools to evaluate the correct implementation of the rules;
- Develops, maintains and manages relevant ITER Organization documentation and IT tools to produce daily, monthly and annual reports on relevant indicators relating to PTW/LOTO processes;
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- May be required to work outside ITER Organization reference working hours, including nights, weekends and public holidays.
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### Measures of Effectiveness

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- Establishes an efficient management of PTW activities and desk, which functioning shall be based on relevant and clear procedures and templates;
- Ensures an effective operation of the "PTW desk", timely approval of requests, accurate and precise data entry and up-to-date records;
- Builds good and trusted relations with all stake- and shareholders, and provides effective guidance and an efficient service;
- Maintains a safe working environment by ensuring all activities are properly authorized and tracked for the defined scope of responsibilities.

### Experience & Profile

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- **Professional experience:**
  - Minimum 5 years' experience of experience in work permits, occupational safety and access control in large and highly regulated plant or organization.
- **Level of study:**
  - Master's degree or equivalent in Process, Nuclear or Mechanical Engineering field or other relevant discipline;
  - The required education degree may be substituted by extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains.
- **Language requirements:**
  - Fluent in English (written and spoken).
- **Technical Competencies and demonstrated experience in:**
  - Managing work permits during construction, commissioning, maintenance and operation of large scale facilities;
  - Coordinating the activities for workers from different areas, background and nationalities;

- Problem Solving: Identifying problems in a comprehensive and fact-based manner (who, what, when, ...), and if appropriate, following pre-defined procedures to solve issues; and assessing and solving problems, reaching practical solutions in a consistent way to reach project objectives;
- Writing and/or reviewing procedures, templates and identifying areas of improvements, proposing corrections and recording documentation;
- Office software suite (MS Office : Word, Excel, Outlook) for email, record keeping and report generation, etc.;
- IT tool and access control systems for managing work orders, work permits, access, etc.;
- Nuclear safety (radiation protection, dose limits etc.) would be considered as an advantage.
- **Behavioral Competencies:**
  - Collaborate: Ability to facilitate dialogue with a wide variety of contributors and stakeholders;
  - Communicate Effectively: Ability to adjust communication content and style to deliver messages to work effectively in a multi-cultural environment;
  - Drive results: Ability to persist in the face of challenges to meet deadlines with high standards;
  - Manage Complexity: Ability to analyze multiple and diverse sources of information to understand/define problems accurately before moving to proposals;
  - Instill trust: Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.

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***The following important information shall apply to all jobs at ITER Organization:***

- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, ITER Values (Trust; Loyalty; Integrity; Excellence; Team mind set; Diversity and Inclusiveness) and Code of Conduct;
- ITER Core technical competencies of 1) Nuclear Safety, environment, radioprotection and pressured equipment 2) Occupational Health, safety & security 3) Quality assurance processes. Knowledge of these competencies may be acquired through on-board training at basic understanding level for all ITER staff members;
- Implements the technical control of the Protection Important Activities, as well as their propagation to the entire supply chain;
- May be requested to work on beryllium-containing components. In this case, you will be required to follow the established ITER Beryllium Management Program for working safely with beryllium. Training and support will be provided by the ITER Organization;
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- Informs the IO Director-General, Domain Head, or Department/Office Head of any important and urgent issues that cannot be handled by line management and that may jeopardize the achievement of the Project's objectives.