

Job Title: Beryllium Laboratory Officer IO0524

Requisition ID **5240** - Posted - (France, 13067 St Paul Lez Durance Cedex) - **Safety and Security - 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: 09/01/2022

Domain: Director-General

Department: Safety & Quality

Job Family: Project Support

Job Role: Project Officer

Job Grade: P3

Language requirements: Fluent in English (written & spoken)

Contract duration: Up to 5 years

Purpose

In this role of Beryllium Laboratory Officer, you will be in charge of setting up the Beryllium Analytical Laboratory by defining, updating and maintaining the Quality Assurance Manual, Standard Operating Procedures, and other quality documents.

You will ensure good performance of analytical testing of Beryllium samples (wipe tests, analyses of filters, contamination of equipment, etc....) in the laboratory, in addition to laboratory administrative duties including the management/review of samples, calculating and recording analytical results, entering data into the Laboratory Information Management System (LIMS), and maintaining an inventory of supplies and consumable reagents.

A priority for this position is to develop and maintain analytical proficiency in the specified methods and obtaining “*Comité Français d'Accréditation*” (COFRAC) accreditation.

Background

The Radiation and Beryllium Safety Group (RBSG) is part of the IO Safety & Quality Department and is in charge of managing the beryllium risk for the workers, the public and the environment. The group is also in charge of the protection of the workers and the public against the danger arising from radiation exposure.

Key Duties, Scope, and Level of Accountability

- Ensures the execution and technical development of the laboratory through the definition, purchase, installation, operation, and maintenance of the equipment and materials to support the specified analytical methods;
- Manages the Beryllium Analytical Laboratory Support contract, reviews and approves contract deliverables;
- Ensures and maintains analytical proficiency in the specified methods with the goal of obtaining COFRAC accreditation;
- Ensures process efficiency, quality, and service to other ITER Departments implementing the Analytical Laboratory's Quality Plan by defining, updating and maintaining the Quality Assurance Manual, Standard Operating Procedures, and other quality documents;
- Performs analytical studies to support the receipt, testing, cleaning, and storage of beryllium-containing components;
- Implements contamination control measures and assesses controlled and uncontrolled areas for evidence of contamination migration;
- Maintains and archives necessary documentation, and performs tests accurately in a repeatable and professional manner;
- Participates in sample collection activities as needed;
- May be requested to support 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.

Special notice: 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.

Measure of Effectiveness

- Performs, reviews and coordinates sample analyses in a timely manner meeting agreed deadlines;
- Performs the effective management of contracts related to his/her scope of work;
- Provides comprehensive regular reports and summaries of the performed analyses within the defined schedule;
- Ensures the delivery of Quality Controlled analytical data into the LIMS;
- Contributes to cost saving and improvement of work efficiency;
- Generates and maintains trustworthy and up to date information related to the management of beryllium;
- Obtains COFRAC accreditation;
- Maintains the analytical laboratory capabilities according to the ITER needs.

Experience & Profile

- ***Professional Experience:***
 - Minimum 8 years' experience in an analytical laboratory environment in the field of chemical industry or nuclear industry. Ideally experience within complex international environments or projects.

- **Education:**
 - Master degree or equivalent in Chemistry 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);
 - Working level in French (at least B2 level) would be advantageous to liaise with regulators or notified bodies.
- **Technical competencies and demonstrated experience in:**
 - Providing expertise in chemistry and analytical methods along with handling hazardous materials (Multiple analytical methods such as Inductively Coupled Plasma Mass Spectrometry, fluorometry, calorimetry, etc...).
 - Quality Management: Knowledge of requirements for international quality standards, methods and practices, COFRAC accreditation experience or ability to obtain is advantageous;
 - Management of multiple data through database (In house custom or tracking system software);
 - Anticipation and adaptation of solutions for managing Laboratory and activities according to the evolution of the regulation;
 - Writing/reviewing technical documents in the domain of expertise;
 - Health and safety & security and environment protection;
 - Implementing and working with contamination controls methods to protect people;
 - Actively learning on the best analytical methods. Anticipating and adopting innovations meeting High level quality results;
 - Beryllium analysis familiarity and French regulation for occupational safety is an advantage.
- **Behavioral competencies:**
 - Collaborate: Ability to facilitate dialogue with a wide variety of contributors and stakeholders. Building partnerships with other labs;
 - 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 problems accurately before moving to proposals;
 - Instill trust: Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.

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.