Job Title: Engineering Data Management Coordinator IO0527

Requisition ID **7501** - Posted - (France, 13067 St Paul Lez Durance Cedex) - **Engineering of Systems** - **New Posting**

Fusion, the nuclear reaction that powers the sun and the stars, is a promising long-term option for a sustainable, non-carbon emitting global energy supply.

The ITER Organization (IO), based in the southern France, welcomes best talents who can together prepare the way to this new energy in a truly multi-cultural work environment.

We offer challenging assignments in a wide range of areas and encourage applications from candidates will all levels of experience. Applications from under-represented ITER Members' nations and women candidates are strongly encouraged, as IO strongly believes that a diversified, equitable, and inclusive workplace is crucial in solving one of the most complex scientific and engineering projects in the world today.

As the IO attracts and retains people coming from a vast array of different backgrounds and cultures, discrimination and exclusion cannot be tolerated. The IO believes it is our diverse perspectives and background that gives unique strength and value to the ITER mission, regardless of race, member nation, gender, religion, status, sexual orientation, or disability - all are welcome and respected at ITER.

ITER CARE Values (Collaboration / Accountability / Respect / Excellence):
We perform our work with care, we care for the well-being of colleagues, our families and ourselves, and we care about the health of the planet for generations to come. CARE drives our work and our behaviors at ITER.

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

Application Deadline: 04/08/2024
Department: Science & Integration Department
Division / Program: Central Integration Division
Section / Project: Configuration Management Section
Job Family: Engineering
Job Role: Project Officer – 2
Job Grade: P4
Language Requirements: Fluent in English (written & spoken)
Contract Duration: Up to 5 years
Overview

Do you have an interest in Engineering Data Management (EDM)?
Join our Configuration Management Section (CMS) which is in charge to provide procedures, rules, tools and supports the ITER Organisation(IO)'s teams to assure the proper management of the technical baselines, documentation, and associated technical data.

Within the CMS Section, you will be in charge of maintaining the document and engineering data control function, as well as the knowledge management function. This consists in establishing and managing procedures and processes, including tools of document, record, engineering data management and knowledge management for the whole project and through the project life cycle, as well as supporting the execution of the design processes.

As EDM Coordinator, your goals include:
- the specification and the deployment of the IO's Project Lifecycle Management (PLM) tool, managing contributions from your team, but also from other key IO entity related to this project;;
- strengthen the document management activities and the related interfaces between the ITER Organization and its partners, the Domestic Agencies (DAs).

Success in this role includes:

- Efficient coordination of the EDM activities in order to ensure that the scope, roles and responsibilities are clearly defined and that responsibilities are performed as expected;
- Establishment of the policies and procedures for documents and engineering data management, including drafting, review, approval, and exchanges management.

Key Duties, Scope, and Level of Accountability

- **Primary Responsibilities :**
- Coordinates the Engineering Data Management (EDM) activities;
- Develops, updates and maintains the policies and procedures for documents and digital information management;
- Maintains, specifies and accepts all the IO systems with a view to implementing the above-mentioned policies and procedures. In particular, manages as a whole the development program for the IO PLM system. This includes a major centralization of the management for all technical documents/drawings, as well as the centralization of the management of ITER's components and parts engineering data information;
- Oversees the IO library, the IO archives, and the contracts enabling IO to have access to relevant codes and standards for their activities.
- **Additional Responsibilities:**
- Organizes trainings and provides support in any adequate format to promote a proper and efficient use of IO information tools by IO, the Domestic Agencies, and other third-parties.
- Develops and implements the IO knowledge management program;
- Contributes to the ITER Management and Quality Program (MQP) for policies and procedures related to documents control;
- Continuously improves the data/information exchanges between IO and DAs;
- Takes the lead to develop, execute and complete a program to make procedures, processes and tools applicable to the operation phase to the extent of the nuclear regulator's endorsement;
- Assures that IO's goals are achieved in a timely and effective manner, which meets safety, quality, cost and schedule targets.

Experience & Profile

- *Demonstrated experience and technical competencies in:*
  - **Minimum** 10 years' experience in managing and supervising document control centers and PLM implementation teams in the field of an Engineering Project;
  - **Essential competencies and experience** required for success in the role**:**
    - Ability to develop and maintain organization's policies and procedures, particularly relating to document and record management required for the nuclear operator;
    - Knowledge and experience in the management and implementation of Electronic Document and Record Management Systems (EDRMS), and/or in PLM systems implementation;
    - Systems engineering knowledge;
    - Ability to facilitate dialogue with a wide variety of contributors and stakeholders;
    - Ability to adjust communication content and style to deliver messages to work effectively in a multi-cultural environment.
  - **Advantageous competencies and experience:**
    - Practical understanding or experience in terms of knowledge management applied to a nuclear operator;
    - Experience in nuclear project would be advantageous;
    - Experience in large international organizations or science-based projects is beneficial.
- *Education:*
  - **Essential:** Master's degree or equivalent in an engineering domain or compatible studies;
  - *The required education degree(s) 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).

The following items apply to all jobs and job holders for the duration of tenure at ITER Organization:

- **The CARE Values are a framework of principles that guide our actions and define the culture and spirit of the ITER Project:**

    Collaboration: We collaborate with commitment and flexibility using the power of teamwork, building partnerships, and working with others to reach shared objectives;

    Accountability: We are accountable for the whole project - we take responsibility for our specific actions and are transparent in our daily work, holding self (ourselves) and others accountable to meet commitments;

    Respect: We treat each other with respect and dignity at all times, knowing that all of us belong here. We appreciate the value that our multicultural and diverse community brings to the ITER Project;

    Excellence: We are driven by excellence; we are agile and innovative while maintaining the highest standards of safety, quality and integrity;

- **ITER Core Technical Competencies**:

    1) **Nuclear Safety, Environment, Radioprotection and Pressured Equipment**
    2) **Occupational Health, Safety & Security**
    3) **Quality Control & 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 perform other duties in support of the project as defined by your line manager, and when relevant upon the request of the matrix manager;
- May be requested to work outside the ITER Organization reference working hours, including nights, weekends and public holidays, due to business needs - this may include on-call, shift work, etc.
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- For staff expected to perform on-call, shift hours, or other work outside ITER Organization reference working hours, including nights, weekends, and public holidays, **the possession of a driving license valid in France is required. no commuting vehicle will be provided by the ITER Organization.**
- Informs management of any important and urgent issues that cannot be handled by line or matrix management and that may jeopardize the achievement of the Project's objectives;

The ITER Organization (IO) is an Equal Opportunity organization committed to diversity and inclusive in the workplace.