

Job Title: Human Resources Department Head IO0016

Requisition ID **4203** - Posted - (France, 13067 St Paul Lez Durance Cedex) - **Business 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: 15/08/2021

Domain: Corporate

Department: Human Resources

Job Family: Line Management

Job Role: Head of Department

Job Grade: D1

Language requirements: Fluent in English (written & spoken)

Contract duration: Up to 5 years

Purpose

As the Head of the Human Resources Department (HRD) of the ITER Organization (IO), you will be responsible for conceiving, developing, implementing and adapting the human resources strategy aligned on ITER Project needs, for a multi-skilled, flexible, high-performing and multicultural workforce, with the goal of efficiently and effectively meeting the needs of the complex and evolving ITER Project;

You will articulate, demonstrate and promote throughout the IO a set of core principles and values for human relations and the management of human resources in an ambitious project and high-pressure environment;

You will also develop and implement robust policies, procedures and programs that reflect and reference these core principles and values for human resources and relations, supporting and interacting in particular with the IO Director General (DG), Domain Heads, and taking into full consideration the international nature of the ITER Project and independent status of the IO;

You will promote actions to attract, develop and 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 ITER Project;

You will strongly contribute to a healthy, positive work environment that engages and supports the IO staff as the core asset of a productive, flexible and results-oriented project-based organization in keeping with the ITER Agreement and ITER Council and Management Assessment recommendations and in collaboration with the ITER Domestic Agencies (DAs).

Main mission of the HRD

The HRD provides services to the IO in the areas of staffing, employee benefits, development and training, labour relations, employee relations, valuing diversity, and offers additional assistance to the IO's

employees when appropriate.

Major Duties/Roles & Responsibilities

- Provides vision on HR governance, structure and management strategy (short, medium and long-term objectives) to the IO management, and then communicates and implements it consistently and transparently;
- Provides strategic direction and leadership on the development, review and communication of HR policies, with the transparency and flexibility necessary to take into account the multicultural nature of the ITER Project for its ultimate success;
- Leads and manages the HR Department, oversees the management of HR issues and requests from managers and staff within the IO, and develops constructive relations with the IO Staff Committee;
- Facilitates the development and the implementation of staffing plans and staff selection at all levels, within operational and budgetary constraints;
- Advises IO managers and staff on HR rules, strategy and functions, including the monitoring of performance and the development of the competencies in line with the mission and IO needs;
- Reports as often as needed to the IO DG, to ensure an efficient communication of all relevant supporting information for taking decisions related to HR matters;
- Supports the communication and implementation of strategic organizational changes in collaboration with DG, the Office of the Director General (ODG) and the Communication team;
- Promotes the development and use of HR information systems that are adequate to digitalize most of the HR processes;
- Maximizes human capital and provides direction on staff engagement to achieving the IO goals, implementing a policy on contract renewal to serve the best interest of the Project;
- Identifies and analyses staff competencies and opportunities for development and training needs, in coordination with the other Departments;
- Develops and maintains collaborative and constructive relationships with staff representatives (Staff Committee), the Committee for Health and Safety (CHS) and the staff members individually;
- Sets clear standards for effective human relations in a healthy multicultural work environment, leading by example and providing managerial and staff mentoring and training as needed to promote best practices across the Organization;
- Reports to the ITER Council, Management Advisory Committee, Executive Project Board, and Central Team Management Board consistent and accurate information, statistics and reports related to HR;
- Oversees documents related to the IO's HR for ITER Council meetings as well as Management Advisory Committee meetings, Financial Audit Board, etc.;
- Provides effective leadership to the Department by planning and allocating work assignments, offering coaching and mentoring, ensuring team members are motivated and constantly developing their competencies and experience;
- May be requested to be part of any of the project/construction/commissioning 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.

Measures of Effectiveness

- Develops and implements effectively the IO Human Resources strategy and policies with the highest degree of professionalism and integrity;
- Proposes, develops, communicates and implements adequate updates of regulations, policies and tools, in close collaboration with the Office of Legal Affairs as necessary, complying with ITER Council, managerial or auditors' requests and recommendations;
- Develops and maintains excellent communication and relationships with all stakeholders based on the ITER Values;
- 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, in cooperation with Safety and Quality Department;
- Responsible for adherence in IO to best practice and technical standards.

Experience & Profile

- **Professional Experience:**
 - At least 20 years of experience in human resources management including at least 10 years of high level and supervisory positions within a large international project, science or technology corporation;
 - Successful personal expatriation experience required, in particular experience working with the different ITER Members or in ITER Members' countries.
- **Education:**
 - At least a Masters' degree in public or business administration, international human resources management or related areas such as education or social sciences;
 - 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:**
 - Understanding of the specific status of staff members of public international organizations and managing the corresponding obligations of such an organization to its staff;
 - Optimizing HR work processes for recruitment, employment regulations and conditions, performance management, learning and development, compensation and benefits, etc.;
 - Supervising a multi-cultural team, providing leadership and motivating and developing the team members' competencies and experience;
 - Problem solving: manage crises, resolves conflicts, propose, drive corrective actions and gain approval from top management;
 - Project management: knowledge and practice of procurement procedures, delivery, management of external parties, and implementation within contractual requirements;
 - HRIS tools and IT skills consistent with managing Human Resources activities in a complex project.
- **Behavioral Competencies:**
 - Collaborate: Ability to facilitate constructive 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;
 - Customer focus: Ability to build strong customer relationships and delivering customer-centric solutions;
 - Drive results: Ability to persist in the face of challenges to meet deadlines with consistent high standards;
 - Instill trust: Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity;
 - Manage Complexity: Ability to analyze multiple and diverse sources of information to understand/define problems accurately before moving to proposals;
 - Organizational savvy: Ability to maneuver comfortably through complex policy, process, and people-related organizational dynamics;
 - Situational Adaptability: Ability to adapt approach and demeanor in real time to match the shifting demands of different situations.

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.