

# Job Title: Head of Human Resources Division IO0016

Requisition ID **7019** - 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.

ITER Organization (IO) is an Equal Opportunity/Inclusive organization committed to diversity in the workplace, with diversity and Inclusiveness being one of the ITER Values.

As IO attracts and retains people coming from a vast array of different backgrounds and cultures, bias and exclusion cannot be tolerated. IO believes it is our diverse perspectives and backgrounds 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.

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:** 31/05/2023

**Division:** Human Resources

**Job Family:** Line Management and Group Leaders

**Job Role:** Head of Division

**Job Grade:** D1

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

**Contract duration:** Up to 5 years

## **Purpose**

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As the Head of the Human Resources Division (HRD) of the ITER Organization (IO), you will be responsible for conceiving, developing, implementing and adapting the human resources strategy aligned with ITER Project needs, for a multi-skilled, flexible, high-performing and multicultural workforce, with the goal of 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 Head of Administration Department (ADM), IO Director General (DG), Deputies of DG, 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 qualified staff to leverage 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 supports the ITER Project by leading the development of the overall strategy and policies for human resources, managing the staffing plan based on organizational needs, carrying out a wide range of staff services (recruitment, contract management, learning and training, performance management, compensation and benefits, pension and social insurance), and contributing to strengthening the Project and managerial culture. The HRD manages employee relations, valuing diversity and inclusion.*

### **Key Duties, Scope, and Level of Accountability**

- Provides vision on HR governance, structure, and management strategy (short, medium and long-term objectives) to the IO management, communicates and implements it consistently and transparently;
- Develops and reviews for implementation all internal administrative circulars and internal regulations in collaboration with Legal Affairs, and when required in consultation with Staff Committee, to meet the evolving needs of the ITER Project;
- Provides strategic direction and leadership on the development, review, and communication of HR policies, remaining flexible to consider the multicultural nature of the ITER Project for its ultimate success;
- Leads and manages the Division, facilitating communication and integration within HR team;
- Oversees the management of HR issues and requests from managers and staff within the IO, and develops constructive relations with the 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 policies, strategy, and functions, including the monitoring of performance and the development of the competencies in line with the mission and IO needs;
- Reports as needed to the IO ADM and DG, to ensure efficient communication of all relevant supporting information for taking and advising on decisions related to HR matters;
- Supports the communication and implementation of strategic organizational changes in collaboration with ADM Head, DG, Deputies of DG, and the Communication team;
- Promotes the development and implementation of integrated HR information systems that efficiently and effectively support the HR procedures and processes, in close collaboration with the Information Technology team;
- Identifies and analyses staff competencies and opportunities for employee development, in coordination with the other Units;
- Develops and maintains collaborative and constructive relationships with staff representatives (Staff Committee), the Committee for Health and Safety (CHS), and 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;
- Prepares statistics and HR related reports to the ITER Council, Management Advisory Committee, Executive Project Board, and Central Team Management Board with consistency and accurate information;
- Collaborates with the DAs to promote the IO as an employer throughout the ITER Members, and encourages diverse recruitment, in particular through secondment;
- 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 Division by planning and effectively allocating work assignments to the HR team, offering coaching and mentoring, ensuring team members are motivated and constantly developing their competencies and expertise;
- May be requested 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

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- Actively represents and propagates the spirit of “one Project – one team” and provides leadership, managing the team to motivate and develop staff;
- 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, collaborating with Legal Affairs as necessary, and 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 Division deliverables that meet quality standards, schedule and cost requirements;
- Responsible for implementing safety standards relevant to the Division’s work, in cooperation with Safety and Quality Department.

## Experience & Profile

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- **Professional Experience:**
  - Minimum 15 years of experience in human resources management, including at least 5 years of supervisory positions, in the field of large science or technology programs within complex international environments or projects;
  - Ability to obtain and maintain French Security clearance.
- **Education:**
  - Masters’ degree in public or business administration, international human resources management, related areas such as education or social sciences, 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);
  - Good command in French (written and spoken) is an asset.
- **Technical Competencies and demonstrated experience in:**
  - Understanding of the specific status of staff members of international organizations and managing the corresponding obligations of such an organization to its international staff;
  - Implementing change management strategies, ensuring stakeholders and teams are trained and adjusted to the new process;
  - Working in a scientific or technical environment with a good knowledge of jobs;
  - Optimizing HR work processes for recruitment, employment regulations and conditions, performance management, learning and development, compensation and benefits, etc.;
  - Recruitment, diversity and staffing: oversees and defines recruitment / staffing plans to address gaps and anticipate Project needs, leveraging quantitative and qualitative data to inform decision making;
  - Inclusive leadership (maintaining healthy working environment), with a demonstrated capacity for motivating and developing international staff;
  - Creating a diverse and inclusive environment that promotes cross-functional analysis and effective decision making so that leaders are empowered to place decision making at the most appropriate level;

- Problem solving: manage crises, resolves conflicts, propose, drive corrective actions and gain approval from top management;
- Project management: planning, measuring progress, knowledge and familiarity of public procurement procedures, management of external contractors, and implementation of deliverables within contractual, human and financial requirements;
- HRIS tools and IT skills consistent with managing Human Resources activities in a complex project;
- Knowledge of the ITER Project would be considered as advantageous.
- **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;
- **Additional Behavioral Competencies:**
  - 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.

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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 (Knowledge of these competencies may be acquired through on-board training at basic understanding level for all ITER staff members) :
  - 1) Nuclear Safety, Environment, Radioprotection and Pressured Equipment
  - 2) Occupational Health, Safety & Security
  - 3) Quality Assurance Processes
- 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.
- 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.