



# JOB & PERSON SPECIFICATION

<b>Name</b>		<b>Job Title</b>	Personnel Logistics Coordinator
<b>Function Management</b>	Department Head	<b>Line Management</b>	Construction Manager
<b>Department</b>	Construction		
<b>People Management</b>	Driver (NB: Baku only)		

## Role Summary

To source suitable Trades personnel for the onshore and offshore projects and provide a full logistics coordination service, both during office hours and out of hours, ensuring that all contractors, employees and vendors comply with company and client requirements

## Work Environment

Office based, Sitting, Computer use, Out of hours working

## Responsibilities

- Acts as focal point for nominated project in relation to the movement of personnel for onshore and offshore
- Books and reserves appropriate transport and ensure that all personnel have correct check-in details and/or mobilisation details
- Liaises with client Heli Admin and Project Aviation Coordinators to book seats on flights offshore
- Ensures that personnel have the correct documentation and competencies and comply with client/company requirements to be able to travel to desired location
- Ensures competency records remain up to date and renewals are advised in adequate time
- Updates the personnel logistics system, rotas and mobilisation tracker in line with emergency response procedures and issue to clients and projects, as appropriate
- Ensures all offshore and site based personnel receive appropriate inductions and pre-job briefs prior to mobilisation
- Manages PPE stock within office and ensures personnel receive appropriate PPE prior to mobilisation
- Participates in an out of hours On-Call rota service
- Creating, maintaining and updating of trade personnel files
- Ensures training course requests are raised and approved in conjunction with the L&D Coordinator and that PO's are raised via the procurement team
- Tracks Training expiry dates, and ensures renewals are completed / arranged within a timely manner
- Provide information for internal and external audits as required
- Assist with recruitment of competent, qualified offshore and site based trades personnel as per advised requirements and through formal approval channels
- Liaise with Construction Manager and PRP's on a regular basis regarding current and future recruitment requirements
- Raising and issuing Service Agreements, ensuring renewals are issued in a timely manner
- Ensure contractor company details and insurance certificates remain up to date and are recorded on file
- Ensure pre-employment requirements are met, including reference and other background checks
- Ensure end of trip personnel reviews are conducted and saved to file
- Responsible for ensuring professional development is maintained and identified competency requirements are undertaken in a timely manner.
- Adherence to the Company Integrated Management System
- Compliance with Quality Assurance, Health and Safety and Environmental Policies
- Demonstrate and promote PD&MS QHSE principles and lead by example



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- Ensure unsafe activities are challenged
- Adherence to the requirements of best practice standards recommendations and processes in the undertaking of duties
- Demonstrate and promote PD&MS values and lead by example

## Authorities

N/A

## Skills & Attributes

- Customer and quality focused
- Professional conduct
- Good communication and organisational skills and highly accurate
- Responsive to business and client needs
- Safety aware
- Flexibility
- Maintaining confidentiality
- Excellent use of grammar and spelling
- Good time management and interpersonal skills
- Self motivated
- Ability to prioritise workload, maintain filing systems and work as part of a team

Competency Standards	M / P	Y / N / CE	Details
HNC in a technical, business or administration subject	P		
Educated to National 5 level or equivalent with a pass in English	M		
Demonstrable experience in a similar role	M		
Competent in the use of MS Office applications	M		
Experience in recruitment of trade personnel	M		
Excellent written and spoken English	M		
M – Mandatory	P – Preferred		CE – Competency Evaluation