



# JOB & PERSON SPECIFICATION

<b>Name</b>		<b>Job Title</b>	Field Team Lead / OCS
<b>Function Management</b>	Department Head	<b>Line Management</b>	Offshore Construction Engineer (OCE) / Construction Delivery Lead (Baku only)
<b>Department</b>	Construction		
<b>People Management</b>	Offshore Trade and Vendor Personnel, Offshore Reporting Engineers		
<b>Role Summary</b>			
<p>Responsible for the supervision, coordination and management of all construction projects offshore to include but not limited to: Structural, Piping, HVAC, Hydraulics, (E&amp;I) Electrical and Instrumentation, Rigging and Scaffolding. The OCS shall demonstrate a strong safety leadership of the projects relating to the facility assigned to them, and actively manage each scope to deliver in a safe and timely manner.</p> <p>The OCS shall lead and manage all relevant personnel to ensure all interested parties are kept informed of progress, issues and plans, including SHE Advisor and Planners (onshore &amp; offshore).</p>			
<b>Work Environment</b>			
Offshore, travel, operating machinery, noise, active, onshore, computer use			
<b>Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Show clear strong leadership by demonstrating a high level of personal safety commitment</li> <li>• Communicate clearly the safety expectations of all individuals</li> <li>• Promote and encourage a culture to STOP the job if there are any safety concerns or doubts</li> <li>• Ensure unsafe activities are challenged</li> <li>• Manage and lead site safety meetings, tool box talks and pre-shift briefs</li> <li>• Demonstrate and promote PD&amp;MS QHSE principles and lead by example</li> <li>• Demonstrate and promote PD&amp;MS values, GENES and lead by example</li> <li>• Adherence to the requirements of the best practice standards recommendations and processes in the undertaking of duties, in particular, risk assessment and control, reliability and failure prevention necessary to ensure the safe design, provision and use of tools, equipment and systems</li> <li>• Participate in Construction Campaign Risk assessments</li> <li>• Review, challenge and implementation of construction packages of work</li> <li>• Attendance and participation at onshore design / constructability reviews as required</li> <li>• Review, inspect and (where required) release offshore construction materials, plant and equipment</li> <li>• Inspection and release of project work scope to client's representatives</li> <li>• Ensure all materials required for offshore installation are checked and verified for completeness</li> <li>• Identify and call off the required Tools, Plant, Equipment and Consumables for offshore construction campaigns.</li> <li>• Conduct and record the relevant pre-mobilisation task specific brief with 3rd party trade's personnel and vendors.</li> <li>• Complete, record and submit PD&amp;MS mobilisation forms and identify any project campaign additional training needs over and above the minimum PD&amp;MS and client's competency standards</li> <li>• Liaise with nominated trades vendors and source CV's of proposed personnel, review experience, qualification and select suitable candidates to complete the task project campaign</li> <li>• Inspection and release of project work scope to client's representatives</li> <li>• Ensure all materials required for offshore installation are checked and verified for completeness</li> <li>• Effective management of offshore trade and vendor personnel, coordination with client representative, and ensure SIMOPS are addressed</li> <li>• Plan and coordinate scheduled work</li> <li>• Support Area Authority and Isolating Authority in the delivery of their duties</li> </ul>			

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- Formulate Permit to Work, assist LOLER representative with lift plans and Acting Authority with isolation scopes
- Active management and control of work in progress
- Provide a detailed documented Daily Progress Reports on behalf of the Company and or the Client
- Preparation and implementation of site queries including close out coordination with onshore engineering
- Liaise with Client Focal Points and Department Heads
- Liaise with Construction Coordinator/Construction Delivery Lead (NB: This is BP Caspian specific) and Project Responsible Person on a daily basis in relation to safety and project deliverables
- Liaise / coordinate specialist vendor input to construction activity
- Complete redlining of key documents and ensure all workpack certification are as-built and approved and workpack is returned onshore for close out
- 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
- Provide mentoring, guidance and tuition to offshore personnel under OCS control
- Assurance of competence of offshore personnel under OCS control. Identification of personnel shortfalls and submission of proposal to department head/country manager for solutions such as training, coaching or other measures
- Training and development of others as required in an offshore environment
- Ensure all supervised personnel are aware of continuous improvement issues of new technology
- Conduct and record performance review for new and existing 3rd party trade's personnel and vendors.
- Assist with the development of training plans for direct report Azeri nationals resources and regular monitoring of performance against the training plan (NB: This is a BP Caspian specific responsibility)
- Participate and carry out a detailed offshore constructability review (as required) to include all Structural, Piping, HVAC and E&I elements for project campaign and develop a detailed constructability report complete with recommendation that will feed back into the respective workpack

## Authorities

- Review and approve offshore timesheets prior to submission
- Approval of risk assessments
- Review and sign off of Construction workpacks and GOC

## Skills & Attributes

- Safety aware and safety champion
- Team working and ability to lead a team
- Excellent communication and interpersonal skills with the ability to mitigate and/or resolve conflict
- Excellent organisational skills
- Professional conduct
- Ability to use own initiative
- Ability to coach and mentor
- Ability to lead, encourage, assist, develop trust, train and support others
- Customer and quality focused
- Responsive to business and client needs
- High level of attention to detail



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Competency Standards	M / P	Y / N / CE	Details
Time Served / Modern Apprenticeship approved by City & Guilds or NVQ / SVQ Level 3, and / or relevant and recognised technical qualification approved by an appropriate awarding body, or appropriate 10 years' experience in discipline / trade	M		
Relevant Completions Certificate e.g. GoC/Orbit etc.	M		
IOSH Managing Safely in the Engineering Construction Industry <b>OR</b> IOSH Managing Safely in Construction	M		
Competent in the use of MS Office Applications	M		
Experience in managing and developing others	M		
Experience and good understanding of Drilling and drilling maintenance activities and operations	M		
Experience and good understanding of drilling equipment and drilling systems	M		
Good understanding of top side operations and maintenance	M		
Survival BOSIET / FOET with CA-EBS	M		
MIST	M		(Not Mandatory for Azerbaijan)
5 years' offshore experience in an OCS role or above	M		
Excellent written and spoken English	M		
M – Mandatory	P – Preferred		CE – Competency Evaluation