



JOB & PERSON SPECIFICATION

Name		Job Title	Project Engineer
Function Management	Projects Director	Line Management	Senior Project Engineer / Project Manager
Department	Projects		
People Management	Graduate Engineers and Trainee Engineers		
Role Summary			
Successful delivery of projects from contract award to completion and close-out			
Work Environment			
Office based, Sitting, Computer use, Offshore and Onshore site visits, travel			
Responsibilities			
<ul style="list-style-type: none"> • Main point of contact for Client acting as “Project Responsible Person” • Initial identification and confirmation of overall project work-scope and resultant delivery of same • Responsible for the execution of work according to the agreed schedule and budgets • Conduct project kick-off meetings in accordance with Company procedures • Responsible for the selection of pricing format and for producing cost estimates appropriate for each project • Identification of additional project requirements and the associated change control management, both in terms of deliverables and commercial impact • Co-ordinate the efforts of multi-discipline engineering teams involved in the project • Co-ordination of sub-contracts and vendor liaison • Assisting with identifying resource levels and allocation requirements • Ensuring adherence to Client requirements / specifications, as a minimum, whilst at the same time protecting / preserving the interests of the Company • Work proactively with relevant Cost and Planning Engineers to ensure that commitments, costs and schedule are managed and controlled • Work proactively and meet with client representatives and build a good working rapport • In conjunction with Cost Engineer identify variances in project budget and expediently implement corrective actions • In conjunction with Planning Engineer identify any issues with project schedule and expediently implement corrective actions • Regularly monitor man-hour expenditure versus budget and physical progress, ensuring potential over-runs are identified and actioned in a timely manner • In conjunction with the Cost Engineer, be responsible for the management and expedient recovery of Work in Progress costs • Maximise sales invoicing on an on-going basis and ensure billing instructions are kept up to date. • Evaluate outgoing RFQ's, carry out bid evaluations and provide recommendation for subsequent Purchase Orders in conjunction with the Cost Engineer, for 3rd party services • In conjunction with the Cost Engineer review and approval by the Senior Project Engineer of all Purchase invoices ensuring compliance with budget • Liaise / interface with Client, sub-contractors, vendors and Certifying Authority • Produce progress reports on behalf of the Company and/or client • Work closely with Finance, Procurement, Planning and the Commercial teams • Responsible for reviewing and recommending all project plans submitted to client 			

- Responsible for all internal and external project reporting
- Identification of changes, and likely changes, in the scope of work
- Ensuring compliance with applicable Industry Codes and Standards, HSE Alerts, Statutory Instruments, Client Specifications and Legislative Requirements and establishing order of precedence on a project-by-project basis.
- Demonstration of safe approach in design and working practises
- Encouragement of attention to safety
- 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
- Ensure unsafe activities are challenged
- 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 of equipment and systems
- Demonstrate and promote PD&MS values and lead by example
- Assistance with training and development of junior / subordinate Project Engineers

Authorities

N/A

Skills & Attributes

- Team working
- Customer and quality focused
- Professional conduct
- Ability to coach and mentor
- Good communication, influencing and inter-personal skills
- Ability to use own initiative
- Good organisational skills
- Commercial awareness
- Responsive to business and client needs
- Safety aware
- Excellent communicator, in both written and verbal forms
- Effective inter-personal and influencing skills
- Strong work ethic, motivated and solutions orientated
- Professional outlook and conduct at all times
- Pro-active, with a positive outlook



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Competency Standards	M / P	Y / N / CE	Details
Degree qualified in an Engineering or Project Management discipline	P		
HND or equivalent in relevant engineering or Project Management discipline	M		
Membership of or working towards relevant professional body	P		
Project Management Training – PMI or APM accredited	P		
Understanding of interfaces between various engineering disciplines	M		
Understanding of relevant oil & gas industry codes and standards	M		
Demonstrable experience in an offshore industry project role including construction activities through to close-out	M		
Experience in the use of Planning software	M		
Demonstrable experience in anticipating and resolving problems and contingency planning capabilities	M		
Reasonable understanding of drilling rig equipment and systems	M		(Applicable for Drilling Related Contracts ONLY)
Previous experience in a similar role	M		
Exposure to people management	M		
Competent in the use of MS Office applications	M		
Survival BOSIET / FOET with CA-EBS	M		
MIST	M		
Excellent written and spoken English	M		
M – Mandatory	P – Preferred	CE – Competency Evaluation	