

JOB & PERSON SPECIFICATION

Name		Job Title	Project Manager
Function Management	Projects Director	Line Management	Country Manager / Project Team Manager / Projects Director
Department	Projects		
People Management	Senior Project Engineers, Project Engineers, Graduate and Trainee Engineers		
Role Summary			
Successful delivery of major projects from contract award to completion and close-out			
Work Environment			
Office based, Sitting, Computer use, Offshore & onshore site visits, travel			
Responsibilities			
- Ensuring robust technical and commercial change control mechanisms / procedures are in place and are being adhered to diligently - Establish and implement project meetings whether internally or externally at Client premises and ensure their frequency and repetition - Establishing a good working relationship and rapport with Company and Client project team members alike to ensure project harmony - Overseeing and approval of all project budgets expenditure and revenues and for monitoring of same at a meaningful frequency - Ensuring project related Company sales are maximised and up to date with all potential delays mitigated - Ensuring Appraise, Select, Define, Onshore and Offshore Execute and Close-out Phases, or parts thereof, of all projects are driven and delivered safely in line with, or ahead of expectations - Ensuring all projects are effectively completed strictly in accordance with the requirements of the contract as a minimum, and that adequate resources Group wide are in place to meet those requirements - Completion of one onshore site visit (to the onshore storage base) and one offshore visit (to either East Azeri, West Chirag or Chirag platforms) per quarter to assess performance of PD&MS individuals, and have them feel a PD&MS management presence. Attitude towards safety and sound working practices should be assessed as far as possible, and to remind employees of minimum PD&MS expectations. Liaison should take place with the local site management to gain feedback on PD&MS performance. (N.B. This is BP Caspian specific responsibility) - Understanding and positively reacting to Client needs in an expedient and proactive manner - Responsible for managing all Client and Vendor interfaces to ensure seamless project execution is achieved - Establishing and setting clear goals and priorities for all projects - Proactive identification of potential issues / conflicts and timely resolution of same - Convene and chair periodic project meetings and project reviews with clear and concise actions agreed and executed - Ensuring accurate and timely reporting and planning - Operational input to Senior Management Review meetings - Periodic review of company procedures and policies and development and improvement of same to meet expectations and ensuring integration where required - Input to, operational personnel recruitment, training and resource allocation, ensuring the right people are in the right positions - Assessment of resourced headcount and management of same - Ensuring adherence to the formal contract in place - Demonstration of safe approach in design and working practises - Encouragement of attention to safety			

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- 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 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
- Demonstrate and promote PD&MS values and lead by example.
- Ensure direct report performance reviews are carried out within the required timescales
- Providing direction and support to project personnel to achieve or exceed targets and KPI's
- Assurance of competence of project personnel under Project Manager control. Identification of personnel shortfalls and submission of proposal to Project Delivery Manager / Country Manager for solutions such as training, coaching or other measures
- Training and development of Project Engineers
- Ensure all supervised personnel are aware of continuous improvement issues of new technology
- Development of Training Plans for direct report Azeri National resources, and regular monitoring of performance against the Training Plan (NB: This is a BP Caspian specific responsibility)

Authorities

- Authorised to approve project expenditure and costs on behalf of the Company
- Authorised to accept and approve project related contracts and purchase orders on behalf of the Company, within Company guidelines and procedures

Skills & Attributes

- Leadership skills
- People Management
- Team working
- Ability to coach and mentor others
- Customer and quality focused
- Professional conduct
- 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

Competency Standards	M / P	Y / N / CE	Details
Degree qualified in an Engineering or Project Management discipline	M		
Masters degree in relevant discipline	P		
Membership of a recognised professional body	M		
Project Management Training – PMI or APM accredited	M		

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Understanding of interfaces between various engineering disciplines	M		
Understanding of relevant oil & gas industry codes and standards	M		
Thorough knowledge and understanding of drilling rig equipment and systems	M		(Applicable for Drilling Related Contracts ONLY)
Demonstrable understanding of drilling operations and maintenance activities	M		(Applicable for Drilling Related Contracts ONLY)
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		
Financial and contractual awareness coupled with sound commercial judgement	M		
Significant demonstrable experience in a similar position	M		
Experience in managing and developing others	M		
Competent in the use of MS Office applications	M		
Survival BOSIET / FOET with CA-EBS	P		(to be obtained when offshore need identified if not held)
MIST	P		(to be obtained when offshore need identified if not held)
Excellent written and spoken English	M		
M – Mandatory		P – Preferred	
		CE – Competency Evaluation	