

JOB & PERSON SPECIFICATION

Name		Job Title	Project Delivery Manager
Function Management	Contract Manager	Line Management	
Department	Projects		
People Management	Project Managers, Senior Project Engineers, Project Engineers, Graduate and Trainee Engineers		
Role Summary			
Directing the 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			
• General project management tasks at company premises, client premises, third party sites and yards pursuant to the project being managed. • Overall responsibility for technical and commercial delivery of projects • Planning and Implementing nationalisation and localisation requirements as part of project delivery (overseas requirement only) • Establish and implement project meetings and reviews whether internally or externally at Client premises and ensure their frequency and repetition. Ensure clear and concise actions are agreed and executed. • Preserving the reputation and interests of Company and Client at all times. • Oversee and obtain buy in to the preparation of all project cost estimates and approval of same. • Ensure Company and Client technical / commercial change control mechanisms / procedures are being adhered to diligently. • Ensuring own and project / client personnel compliance with Company and Client Health, Safety, Environmental and Quality Policies, as applicable and at all times. • Establish and maintain a good working relationship and rapport with Company and Client project team members alike to ensure project harmony. • Overseeing and approval of Client approved project budget expenditure and revenues and for monitoring of same at a meaningful frequency. • 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 Client expectations. • Ensure all Client projects are effectively completed strictly in accordance with the requirements of the Client contract as a minimum, and that adequate resources are in place to meet those requirements. • Completion of one onshore site visit and one offshore visit per quarter to assess performance of PD&MS individuals, and have them feel a PD&MS management presence (to be discussed and agreed in advance with Contract Manager). 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 site management to gain feedback on PD&MS performance. • 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 Client projects. • Proactive identification of potential issues / conflicts and timely resolution of same. • Ensure accurate and timely reporting and planning. • Operational input to Senior Management Review meetings.			

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- Periodic review of company procedures and policies and development and improvement of same to meet Client expectations and ensuring integration where required.
- Input to, operational personnel recruitment, training and resource allocation, ensuring the right people are in the right positions.
- Ensure adherence to the formal contract in place.
- Providing direction and support to project personnel to achieve or exceed targets and KPIs.
- Responsible for ensuring professional development is maintained and identified competency requirements are undertaken in a timely manner.
- Adherence to the company integrated management system.
- Demonstrate and promote Company 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, provision and use of tools, equipment and systems.
- Demonstrate and promote Company values and lead by example.
- Ensure direct report performance reviews are carried out within the required timescales.

Authorities

- Approval of project expenditure and costs on behalf of the Company up to authorised limits and/or to Client approved budget limits.
- Authorised to accept and approve project related contracts and purchase orders on behalf of the Company, within Company guidelines and procedures.
- Timesheet approval for direct reports

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

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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		
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		(Drilling contracts only)
Demonstrable understanding of drilling operations and maintenance activities	M		(Drilling 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	Competency Evaluated	