

Job Title: Offshore Construction Manager (OCM)**Job Purpose:** The Offshore Construction Manager is responsible for the safe, efficient execution and delivery of offshore operations to the satisfaction of the Client and Project Manager. Ensuring all operations are carried out in accordance with statutory regulations, Company rules and objectives. The OCM will liaise with the Vessel Master during vessel emergency's and communicate with Emergency Response Team**Reporting lines and interactions:**

Hierarchically reports to: Resource Manager (relevant stream)

Operationally reports to: Asset Manager/Project Manager

Directly supervises: Project team and 3rd party contractors**Key interactions (internally, externally):** Internally: Technip Singapore PTE Ltd, Project team, OMT, Bridge Crew, ROV and Project Engineers
Externally: Asset Manager, Project Manager, Resources Manager, Clients, Subcontractors, Training & Competence Department, Local Authorities, Regional Manager**Job Scope (budget, management, specific criteria):****Management**

- Maintaining company quality assurance and control philosophy during all activities
- Ensure the Clients requirements are being met in accordance with the relevant standards and procedural documentation
- Ensure all operations are carried out in compliance with local legislative requirements
- Maintaining operational performance in line with the project schedule, ensuring project pressure does not affect individuals so that it endangers health or safety
- Liaising with the Departmental Supervisors as to the readiness of equipment
- Ensure all project personnel are familiarised with company SMS and vessels ISSOW to a level appropriate for their job role and all relevant information is logged
- Ensure all discipline and departmental handovers are carried out clearly and concisely, ensuring relevant information is logged within the handover log and the daily logs
- Ensure all procedural or system changes are managed in accordance with company MOC process
- Ensure ongoing participation in feedback and review of Dive Manuals, updating Systems Operations/ Emergency Manual, Operational Documentation and developing emergency training/drills

Safety

- HSE incidents and non-conformances are logged and recorded appropriately
- Shift patterns and crew changes are planned in a manner which minimizes disruption to operational coverage and personnel's rest periods.
- Emergency training and familiarisation is carried out in accordance with company guidelines, ensuring all relevant information is logged in a manner that allows easy access
- All personnel are fully familiar with processes for reporting unsafe acts, time out for safety and ultimately there right to stop the job if they feel it necessary
- All injuries regardless of severity including pressure related injuries are dealt with in accordance of the

- company manuals, with any additional local legislative requirements reported appropriately
- Fully conversant with the procedures used in the event of an emergency

Operations

- Fully conversant with project procedures, liaising with shift Supervisors, Project Engineers and assisting with organising and planning of operational project plans
- Ensuring all departmental tool box talks, shift handovers and briefings are carried out in accordance with company guidelines and logged appropriately
- Planning, preparation and ongoing management of readiness of project equipment
- Ensure all system checks and operations are carried out by competent personnel
- All project procedures are carried out in accordance with the company manuals
- Involved in the pre planning and assist with project mobilisations and demobilisations
- Ensure regular updating of operational status, equipment losses or failure and project schedules to assist in planning and highlight possible issues within the scope of work

Technical/Systems

- Ensure that all operational equipment planned and preventative routine maintenance is documented in line with company guidelines and system audits are reviewed in line with industry guidelines
- Continued assurance of all documentation in use is relevant and traceable within the BMS or exerts from vendor operational manuals

People

- Ensure planning and completion of personnel Appraisals and Competency portfolios are completed within company timelines ensuring that content quality meets required standards
- Familiar with the Company's Key Human Resources Policies and Procedures
- Ensure all personnel and manning issues are relayed to the relevant Resource Manager

Main accountabilities:

N/A

Qualifications (professional, technical, academic):

- Essential:
- Valid Offshore European Survival Certificate
 - Valid Offshore Medical Certificate
 - Completed NORSOK recognized Leadership Training (Norway)
 - Completed Norwegian HSE regulations and safety delegates course (Norway)
 - Qualified and actively working as a Competence Assessor and Appraiser

Preferred: N/A

Typical background and experience required:

- Essential:
- Relevant legislative requirements in line with Technip Diving/ Pipe lay/ Construction and Chartered Training matrices
 - Industry and local legislation/guidance ensuring compliance
 - Detailed knowledge of subsea construction and /or pipe lay process/ cranes, rigging and lifting operational and QHSE procedures

- Weather, tidal and current limitations affecting vessel DP and operations
- Technip Group Values and operation manuals demonstrable in daily activities
- The requirements of System Assurance and certification
- Company FMS/BMS, SMS and vessels ISSOW
- Operational requirements for HAZOP/HAZAD and Risk assessments
- Competent level of relevant computer skills, document control and IT methods

Nice to have: N/A

Additional information:

Personal qualities and leadership behavioral qualities

- Effective communicator, reporting all relevant information to and from management onshore and offshore clearly and concisely; listening to others and prepared to receive feedback
- Good time and team management, identifying priorities and remaining focused on outcomes
- Proactive and shows initiative towards improvements in the work site and safety awareness within the team
- Sets realistic goals which are achievable and measurable, motivating others and acknowledging achievement
- Accepts responsibility for own behaviour and actions
- Self-motivated, can work unsupervised and has good organisational skills
- Good situational and spatial awareness
- Role model – setting an example
- Sound judgment which is thoughtful and action oriented
- Accountability, transparency and trust
- Understanding personnel and their needs
- Collaborating effectively to deliver results
- Planning and organising what has to be implemented
- Communicating what's to be achieved, and why