

<b>Job Title:</b>	<b>Offshore Construction Supervisor</b>
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<b>Job Purpose</b>	To coordinate the safe and efficient execution of project operations according to project procedures while complying with Technip Quality Health Safety Environment & Security (QHSE&S) policies.
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<b>Reporting lines and interactions</b>	
Hierarchically reports to:	Construction Resources Manager
Operationally reports to:	Offshore Construction Manager (OCM) or Senior Offshore Construction Supervisor (SOCS)
Directly supervises:	Will vary dependent on vessel workscope but will include operational departments
Key interactions (internally, externally):	N/A

<b>Job Scope (budget, management, specific criteria):</b>
<ul style="list-style-type: none"><li>• Supervision of the safe and effective execution of the project workscope in accordance with approved operating procedures, including mobilisation, deck and subsea activities</li><li>• Focus on critical path activities and awareness of parallel works</li><li>• Ensure that, during extensive lifting operations, the work is planned such that the crane operator(s) are adequately rested and are able to have regular comfort and meal breaks.</li><li>• Comply with Management of Change (MoC) procedures</li><li>• Responsible person for Permit to Work (PTW) system</li><li>• Maintain an accurate log of all activities conducted during the shift period through interfacing with all departments</li><li>• Ensure effective handover with opposite shift Offshore Construction Supervisor</li><li>• Where appropriate, conduct and/or participate in safety activities such as Tool Box Talks (TBT), Job Hazard Analyses (JHA), Management of Change, Risk Assessments (RA) etc.</li><li>• Maintain a close operational communication with Senior Offshore Construction Supervisor/Offshore Construction Manager (Diving) and all operational departments under their control</li><li>• Assist deck supervision where required with supervision of any on deck or quayside operations</li><li>• Participate in or lead, where appropriate pre-shift briefings with other department heads</li><li>• Give feedback and ensure sign off where appropriate to help Project Engineers to provide up to date information for task plans, project Inspection and Test Plan (ITP)</li><li>• Be familiar with any special procedures and limitations of equipment to be used for the work</li><li>• Attend site office when required by project team</li></ul>

General activities:

- Knowledge of logistical requirements and proactive involvement with project/vessel de-mobilisation and mobilisations
- Proactive involvement with development and production of work/dive plans
- Collating and organising relevant information that the team may require to undertake the task in hand
- On completion of the project, the Supervisor shall:
  - Assist the Senior Offshore Construction Supervisor in project demobilisation as required
  - Attend and actively participate in project debriefing session(s)

Procedural:

- Have an appreciation of relevant industry legislative requirements and guidance notes and ensure the team's compliance
- Have a good knowledge of Company safety management systems and ensure the team's compliance, in particular:
  - Permit to work system
  - Relevant operational and safety procedures
  - Vessel and system familiarisation format
  - Management of change
- Be familiar with the workscope and inspect the same to ensure its compliance with the Company safety standards
- Actively participate in procedural reviews and project debriefing sessions
- Determine and ensure the safe execution of the workscope
- Ensure that any operation is covered by a risk assessment and that risk assessments are reviewed and updated when required

Personnel management and communication:

- Provide decision making, leadership and assertiveness, as team leader, to effectively manage the personnel under his/her direction and control
- Ensure that the team maintain the safety and security of the working environment
- Plan and ensure effective communications with the team
- Ensure an effective shift handover including any safe work procedure and explanation of current working conditions
- Maintain good inter-personal and communication skills with colleagues and Supervisors
- As the opportunity arises, visit the other departments to maintain understanding of their working environment and foster a good working relationship
- Assist the Senior Offshore Construction Supervisor/Offshore Construction Manager (Diving) in mobilisation, demobilisation, training, and familiarisation of personnel as required

- Liaise with all members of the proposed shift and the other Supervisors in order to achieve a smooth start to the project
- Liaise with the Senior Offshore Construction Supervisor and report any concerns about the operation immediately, whether this is a personal view or that of a member of the team
- Monitor the performance of the personnel on shift and encourage safe working practices
- Liaise with any sub-contractors, vessel crew and Project Engineers as appropriate
- Fulfil the role of Work Place Assessor (WPA) if qualified to do so
- To be familiar with the Company's Performance Appraisal Procedure ensuring annual appraisals are completed within the timeframes specified
- To be familiar with the Company's key human resources policies and procedures and actively promote/support them in the work environment:
  - Grievance
  - Disciplinary
  - Offshore harassment and bullying
  - Construction crew training
  - Career development
  - Competence assurance scheme
- To assist and give guidance/help to new employees and trainees. To ensure other members of the team to use their knowledge and experience to train and advise new starts

#### Behavioural:

- Each individual is responsible for the performance of their duties in a safe and professional manner and for the well-being of colleagues. No action on the part of the individual should jeopardise either personal safety or that of those personnel associated with the work being performed
- Sound decision making skills appertaining to job function and responsibilities
- Professional attitude towards colleagues and willingness to perform work duties
- Be aware of the local environment and be alert for potential or actual dangers and communicate these to the appropriate people

#### Administration:

- Initiate and maintain relevant administration systems
- Maintain full, proper and legible records throughout the shift

#### Emergency Response (ER):

- Report any emergency situations and assist with any critical situations
- Become fully conversant with the procedures to be used in the event of an emergency
- Participate in safety drills and meetings as required

Self-Development:

- Review the Company's safety notices and Business Management System (BMS) on each occasion of joining the vessel
- Attend training courses and seminars as required by the Company

Competency (Staff Level 3)*Change leadership*

The ability to energise and engage others during change and respond positively to change.

*Commercial acumen*

The ability to draw on business and professional knowledge and concepts to exercise commercial judgement to maximise returns for the business including protection of our long terms relationship with clients and suppliers.

*Communication*

The desire and ability to convey complex information in a way which is accessible to the audience.

*Develop capability*

The drive to further the development and learning of others so as to meet future business needs based on an appropriate level or analysis.

*Drive for results*

The drive to do things better to continually improve and compete against a standard of excellence.

*Innovation*

The ability to challenge the status quo and to develop and put forward new and better ways of doing things.

*Leader*

Provides clarity around Technip's strategic objectives, by demonstrating a real grasp of the business and communicating the direction to others. Commands respect rather than relying on position.

*Strategic thinker*

The drive to scan the external

Technical

- Refer to relevant Technip OOS Competence Assessment Portfolio

Personal qualities

- Decision maker
- Team orientated
- Lateral thinker
- Leadership qualities
- Strong organisational skills (including demonstrated ability to multi-task)
- Good presentation skills
- Self-motivated
- Professional
- Hard working
- Effective communicator
- Effective negotiation skills

Leadership behaviours

- 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
- Preparedness to take tough decisions
- Identifying priorities and remaining focused on outcomes
- Motivating others and acknowledging achievement
- Empowering and supporting others to build capability
- Showing loyalty and keeping commitments

**Typical background and experience required:**

Must have:

Dependent on the background of the candidate one of the following qualifications is required:

- Engineering degree or similar tertiary qualification to Higher National Certificate (HNC) standard
- Nationally recognised rigging qualifications
- Shall meet IMCA competence criteria by satisfactorily completing assessment as an Remotely Operated Vehicle (ROV) Supervisor
- IMCA recognised Bell Diving Supervisor and Gas Diver certificate
- IMCA recognised Life Support Technician certificate or above

	<ul style="list-style-type: none"> <li>• Appropriate electrical or mechanical trade qualification (City and Guilds Level 3, National Vocational Qualifications (NVQ) Level 3, Scottish Vocational Qualification (SVQ) Level 3 or equivalent)</li> <li>• Good working knowledge of written and oral English language</li> <li>• Good understanding of Offshore Construction Supervisor's role within the offshore environment</li> <li>• Extensive experience in a similar role or role/s progressing towards the position of Offshore Construction Supervisor</li> <li>• Detailed knowledge and understanding of offshore construction processes, including a good working knowledge of cranes, rigging, lifting, QHSE and operational procedures</li> <li>• Sound working knowledge of ROV, Dynamic Positioning (DP) pipelay and survey operations</li> <li>• Good understanding of flexible product including constraints and limits</li> <li>• Ability to plan ahead to make operations as efficient as possible</li> <li>• Demonstrated ability to conduct simultaneous operations (multi-tasking)</li> <li>• Good communications skills both verbal and written, including presentation skills</li> <li>• Ability to read and understand engineering drawings and other relevant technical documents</li> <li>• Ability to complete Company and Client required documentation accurately and concisely</li> <li>• Good understanding and working knowledge of current legislation and guidance</li> <li>• Good understanding and working knowledge of Company management systems</li> <li>• Must be computer literate</li> </ul>
Nice to have:	<ul style="list-style-type: none"> <li>• Dynamic positioning</li> <li>• Manual handling</li> <li>• Supervisory training</li> <li>• Project management</li> </ul>

<b>Main accountabilities:</b>	N/A
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<b>Additional information:</b>	N/A
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