

Job Title:	ROV Superintendent
-------------------	---------------------------

Job Purpose:	<p>Take ownership and overall control of remote vehicle operations, equipment spread maintenance, spares and personnel offshore.</p> <p>Effectively manage the offshore ROV crew members in line with Company procedures.</p> <p>The ROV Superintendent reports to the offshore management and project team, ensuring that all aspects of the ROV operation are carried out in accordance with the ROV Operations Manual and Business Management System (BMS).</p>
---------------------	--

Reporting lines and interactions:	
Hierarchically reports to:	Onshore Superintendent, ROV Training and Resources Manager, Remote Systems Unit (RSU) Operations Manager
Operationally reports to:	Offshore Construction Manager (OCM), Remote Systems Unit (RSU) Operations Manager
Directly supervises:	System Supervisors, Supervisors, Senior Pilot Technicians, Pilot Technicians – may be required to supervise Tooling Technicians and any third-party personnel who may be onboard to assist with Remotely Operated Vehicle (ROV) project operations
Key interactions (internally, externally):	N/A

Job Scope (budget, management, specific criteria):	
<ul style="list-style-type: none"> • To ensure that ROV operations are conducted safely, efficiently and to the Client's satisfaction • Ensure that the systems are maintained to a high standard and as per Company procedures • Ensure Company operational procedures are followed and make any recommendations for change where necessary • To communicate and safely implement system shutdown in the event of equipment malfunction or unsafe operation. (Note: shutdown execution must take account of proximity to Divers in the water and surface vessel's thrusters) • To contribute to the project planning process where required such that suitable equipment and personnel are selected for successful execution of each particular work scope • To assist RSU projects/operations management, where requested, in conducting risk assessments and developing procedures to accommodate ROV system limitations, provide contingency plans and emergency procedures as necessary • To ensure that reports are completed accurately, in detail, are legible and are issued in compliance with the required frequency to the agreed distribution • To appraise project progress and personnel performance in the execution of the work such that any equipment shortcomings and personnel training requirements are identified • To arrange for or provide ROV representation at offshore project meetings, e.g. morning, safety, project wash-ups etc. • To assess and audit onboard ROV system, job capability and maintenance respectively. To review and further develop maintenance schedules as deemed necessary • Ensure system inventories are kept up to date 	

- To review system manuals and maintenance log books and certification for validity, currency, coverage and relevance for feedback to RSU management
- Ensure the ROV personnel rotas are kept updated and issued to onshore management after amendments are made. Ensure any uplifts in grade are reported to the Resource Manager
- When the systems are operational ensure there is always a Superintendent onboard the vessel
- Fulfill on the role of System Supervisor or Supervisor at times of necessity
- To deputise as AOCM as and when the opportunity arises or at times of necessity

Reporting:

- Daily project activities in accordance with project, Company and Client requirements
- All Quality Health Safety Environment and Security (QHSE&S) issues to the Project Manager and RSU Operations Manager
- All personnel and manning issues are relayed to the Training and Resources Manager
- All non-conformance
- All damage, failures and losses of equipment to Technical Manager and Project Manager
- All damage, failures and losses of third-party project supplied equipment to the Technical Manager and Project Manager

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 (PTW) system or third-party vessel specific requirements
 - Relevant operational and safety procedures
 - Vessel and system familiarisation format
 - Management of Change (MoC)
- Be familiar with the workscope and inspect the same to ensure its compliance with the Company safety standards
- Be familiar with any special procedures and/or equipment to be used for the work
- Determine and ensure the safe execution of the workscope
- Ensure all operations are covered by a valid Risk Assessment. Ensure Risk Assessments are updated as and when required

Personnel Managing 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 that all members of the team conduct an effective shift handover including any safe work procedure and explanation of current working conditions
- Maintain good inter-personal and communication skills with all colleagues
- Liaise with all members of the ROV crew in order to achieve a smooth start to the project

- Liaise with the Assistant Offshore Construction Manager (AOCM) / Offshore Construction Manager (OCM), Project Team and Bridge Engineer, Captain, Chief Engineer, Safety Officer and HSE representative 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
- Fulfil the role of Work Place Assessor (WPA) if qualified to do so
- Fulfil the role of competence verifier once trained and qualified to do so
- To be familiar with the Company's Performance Appraisal Procedure ensuring annual appraisals are completed within the timeframes specified
- 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
- Liaise with any sub-contractors, vessel crew and Project Engineers as appropriate
- 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

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
- Ensure daily reports and rotas are issued through appropriate distribution lists

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 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 TechnipFMC'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 environment, assess the impact of external factors on TechnipFMC and identify potential change directions

Technical:

- Completion of TechnipFMC Competency for ROV Supervisor/System Supervisor or IMCA ROV Superintendent Competence portfolio

Personal Qualities:

- Decision maker
- Results orientated
- Flexible approach
- Team orientated
- Lateral thinker
- Leadership qualities
- Strong organisational skills (including demonstrated ability to multi-task)
- Excellent command of both written and spoken English (including technical language)
- 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

Main accountabilities:

N/A

Qualifications (professional, technical, academic):

Essential:

- Valid offshore European survival certificate (UK and Norwegian)
- Valid offshore medical certificate (UK and Norwegian)

Preferred:

- A nationally recognised Technician qualification in a relevant technical subject (Mechanical / Electrical / Electronic). Higher National Certificate (HNC) or equivalent City and Guilds certificate
- High Voltage training certificate
- Intermediate Hydraulics training certificate
- Fibre Optics training certificate
- Management Skills training certification
- Competency verifier certification

Typical background and experience required:

Essential:

- Shall demonstrate extensive technical and operational knowledge of the ROV systems
- Shall possess extensive knowledge of current safety and quality standards as applied to systems and their requirements in an offshore environment
- Attended management courses
- Workplace Assessor
- Appraisal Training
- Good working knowledge of written and oral English language

- Good experience at a Supervisory/Management level on offshore construction vessels
- Good understanding and working knowledge of current IMCA legislation and guidance
- Good understanding and working knowledge of QHS&E Safety Management Systems
- Very good understanding and working knowledge of company Business Management System

Nice to have: N/A

Additional information: N/A