

Title	Job Description for US003	Task	Name	Date
Document	USHR-OCA-JDS003	Prepared	NWW	27/02/2019
Revision	2	Reviewed	DT	
Subject	Staff Role and Responsibilities	Approved	NWW	
Role ID	US003			
Role Title	Offshore Consultant			
Reporting to	Senior Offshore Construction Consultant & Manager			
Manager for	None			
Base Location	Boston, MA			
Role Summary	The primary focus is to provide technical support and deliver value adding services to our Clients. Will also provide ad-hoc support for US business operations.			
Management Responsibilities	Day to day OCA project delivery to Clients Participation in US team development and provision of all US market services			
Technical Responsibilities	High quality technical delivery for US market Sales Support technical knowledge acquisition and retention in US organization Provides, researches and maintains US Market technical knowledge Supports implementation of technical Quality topics Maintains corporate ethos of unwavering commitment to delivering safely			
Attributes	<p><i>Experience</i> Minimum 5 years' experience in project delivery environment, including consultancy experience and project team working. Preferred 2 years' in offshore/marine industry project execution, covering one or more of fixed structures, floating, subsea or vessel operations. Reporting and interacting professionally with multiple management levels, CEO to workers.</p> <p><i>Skills &amp; Qualifications</i> Must be entitled to work in US but able to travel occasionally as required. Minimum Bachelor's degree in an Engineering, Science or Management discipline. Preferred recognized professional qualification – eg PE License, CEng etc. Skilled in technical document drafting, particularly project reporting, management and procedures. Strong awareness of stakeholder expectations and delivering on their objectives. Professional communication and negotiation skills, collaborative approach to challenges and risks. Demonstrable skills in data collection, analysis, problem solving and reporting. Experienced user of Office suite of software – preference for programming skillset.</p>			
Remuneration	USD65k+ package comprising Salary + Discretionary Bonus + Substantial Benefits			