

Title	Job Description for US004	Task	Name	Date
Document	USHR-OCA-JDS004	Prepared	NICWO	12 Nov 2020
Revision	0	Reviewed	MARCH	13 Nov 2020
Subject	Staff Role and Responsibilities	Approved	NICWO	18 Nov 2020
Role ID	US004			
Role Title	Senior T&I Consultant			
Reporting to	US Manager			
Manager for	None			
Base Location	New Jersey, New York or Massachusetts			
Role Summary	<p>The primary focus is to provide technical support and deliver value adding services to our Clients working on the transport and installation of fixed and floating assets. The role will include the provision of project execution strategies, feasibility and concept designs, planning and engineering of offshore work, procurement processes, stakeholder management with global T&I market suppliers, and contract and technical management of various T&I works from onshore and offshore locations.</p>			
Management Responsibilities	<p>Day to day personal workload and quality of delivery to OCA business and Clients Comply with OCA's guidelines and Client standards Participation in US team development activities, including mentoring junior staff Act as US focal point for all T&I consultancy work scopes and supporting resources Support technical knowledge acquisition and retention in US organization Researches and maintains US Market technical knowledge</p>			
Technical Responsibilities	<p>100% focus on safe and efficient execution of all activities, including making safety observations, recording lessons learnt and highlighting improvement opportunities Manage and lead interface discussions with other specialists including geoscience, structural and commercial teams Assess, analyze, and develop offshore installation and logistics concepts for multiple structure types Prepare ITT documents and Employer's Requirements - Technical Requirements Monitor and manage Contractor's delivery during contracts Review and manage submission quality including Method Statements, Risk Assessments and Management Plans, HAZID/HAZOP for installation design and offshore installation operations, and contingency plans Manage and coordinate offshore installation activities, including leading and managing Client Representatives, relationship with Contractors and Client Maintain communication lines and report on issues, risks, and changes</p>			
Attributes	<p><i>Experience</i> Minimum 10 years' experience in offshore O&G or renewables projects with Blue Chip clients Minimum 8 years' leading execution packages for transport and installation of fixed structures, floating, subsea structures. Must have experience of T&I engineering, heavy lifting, piling and contract management of main contractor scopes.</p>			

	<p>Must have record of reporting and interacting professionally with multiple management levels, CEO to workers.</p> <p><i>Skills & Qualifications</i></p> <p>Minimum Bachelor’s degree in an Engineering, Science or Management discipline. Preferred recognized professional qualification – PE License, CEng, PMP. Offshore engineering skillset (rigging, sea fastening, piling) leadership of design process, technical document drafting, project reporting, management and QC procedure development.</p> <p>Strong awareness of stakeholder expectations and delivering on their objectives. Professional communication and negotiation skills, collaborative approach to challenges and risks.</p> <p>Experienced user of Office suite of software – preference for programming skillset.</p> <p><i>Must be entitled to work in US but able to travel internationally as required.</i></p>
Remuneration	Salary plus quarterly bonus scheme, healthcare and 401k