

Title	Job Description for UK008	Task	Name	Date
Document	UKHR-OCA-JDS008	Prepared	ROWIC	19 July 2022
Version	1	Reviewed	MAEDW	21 July 2022
Subject	Staff Role and Responsibilities	Approve	NICWO	01 Aug 2022
Role ID	UK008			
Role Title	Senior/Lead Consultant – WTG T&I			
Reporting to	Country Manager (UK/Europe)			
Base Location	London, The Hague or Hybrid or Remote working from UK or The Netherlands.			
Hours	Full time preferred (reduced hours can be discussed). Flexible working available.			
Role Summary	The primary focus is to provide technical support and deliver value adding services to our clients within the area of transport and installation of fixed and floating windfarm assets, primarily WTGs. 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.			
Management Responsibilities	Day to day project delivery of consultancy services to OCA's Clients. Comply with OCA's policies, processes and procedures and those of our clients where applicable. Participation in OCA team development activities, including mentoring junior staff.			
Technical Responsibilities	<p>Focused on safe and efficient execution of all activities, including making safety observations, recording lessons learnt and highlighting improvement opportunities. Provide high quality expertise and seek innovative or novel solutions to minimising client and project risk.</p> <p>Manage and lead interface discussions with other specialists including geoscience, structural and commercial teams.</p> <p>Assess, analyse, and develop offshore installation and logistics concepts for multiple structure types.</p> <p>Prepare ITT documents and Technical Employer's Requirements.</p> <p>Monitor and manage Contractor's delivery during contracts.</p> <p>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.</p> <p>Manage and coordinate offshore installation activities, including leading and managing Client Representatives, relationship with Contractors and Client.</p> <p>Maintain communication lines and report on issues, risks, and changes.</p>			
Attributes	<p><i>Experience</i></p> <ul style="list-style-type: none"> • Minimum 5 years' experience (Senior) or 10 years' experience (Lead) in offshore wind project delivery. • Preferred minimum 3 years' experience (Senior) or 6 years' experience (Lead) in an execution role including transport and installation works. • Preferred experience within WTG packages. <p><i>Skills & Qualifications</i></p>			

	<ul style="list-style-type: none"> • Must be entitled to work in UK or The Netherlands as appropriate for chosen location. Occasional travel may be required. • Minimum Bachelor’s degree in an Engineering, Science or Management discipline and preferably recognized professional qualification (e.g., CEng). • Highly organized with proven project management skills and preferably recognized project management qualification (e.g., PMP). • High quality report writing skills. • Familiarity with Office 365: Word, Excel, PowerPoint and Sharepoint • Excellent communication skills, collaborative style and positive approach to problem solving. • Strong understanding of offshore wind project development and execution process, including design and procurement. <p><i>Personal Attributes</i></p> <ul style="list-style-type: none"> • Enthusiasm to work on a range of new and dynamic projects, support business growth and take on a leadership role in the business. • Proactive approach to sharing knowledge and experience amongst colleagues. • Commercial awareness and focus on detailed planning and delivery. • Committed to continued learning and sharing expertise. • Committed to working safely, reliably and accurately and taking pride in delivering high quality outputs. • A drive to use creativity to engage with new challenges. • Actively supporting others within the team, the industry and the wider community, as well as a drive to help combat climate change.
Remuneration	Substantial Salary, Discretionary Bonus, Extensive Benefits package and 25 days holiday