

Title	Job Description for UK014	Task	Name	Date
Document	UKHR-OCA-014	Prepared	MAEDW	29 July 22
Version	1	Reviewed	HELES	29 July 22
Subject	Staff Role and Responsibilities	Approve	MAEDW	01 Aug 22
Role ID	UK014			
Role Title	Senior Consultant (O&M)			
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	<p>The primary focus is to provide technical support and deliver value adding services to our clients within the area of Operations and Maintenance of fixed and floating windfarm projects during the project development and project execution stages. The role will include the provision of operations strategies, developing OPEX budgets, assessing O&M port locations, and advising on offshore logistics and service contracts. The role may also include procurement of O&M contracts (logistics, service contracts etc), as well as providing advice on WTG OEM service contracts (SWA, SSA etc), as well as Operations and Maintenance Agreements with asset owners and service providers. The role may also include support to projects in planning and managing asset transfer from a project EPC organisation.</p>			
Management Responsibilities	<p>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.</p>			
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. Manage and lead interface discussions with other specialists and managers. Assess, analyse, and develop operations strategies for multiple asset types. Prepare tender documents and Employer's Requirements. Deliver technical and commercial expertise in operations development and operations preparation / readiness, including planning and execution of all relevant workstreams (logistics, SWA/SSA, staffing, spares & tools, base of operations, contracts, handover, budgeting etc) 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 in offshore wind project delivery. • Preferred minimum 3 years' experience in an Operations role preferably in support of a project in the Development or Execution phase. <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 to Europe and the USA may be required. 			

	<ul style="list-style-type: none"> • 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