

JOB DESCRIPTION

Job Title:	Asset Integrated Activity Planner
Staff/Contractor:	Staff
Department:	Operations
Onshore/Offshore:	Onshore
Location:	Aberdeen
Reports to:	BKR Asset Manager

Role Purpose

Write a short description of the role below:

- Accountable for the delivery of optimised and executable integrated activity plans for the Asset that align with budgets, production forecasts and strategy.
- Responsible for co-ordinating the updates from activity owners from various parts of the business and building the integrated asset plan.
- Responsible for owning and updating the Integrated Field Planning (IFP) procedure and monitoring compliance across the plan time horizons and driving continuous improvement.
- Oversee the administration and governance of the Primavera P6 system, as well as managing its integration with Oracle and Sword Information Technology to ensure system stability.
- Accountable for managing the Aviation Tracking System (ATS) to ensure that flight bookings and ATS operations remain compliant with flight and Personnel on Board (POB) constraints.

Areas of Responsibility

Geographical Span:	Serica Assets – United Kingdom Continental Shelf (UKCS)
Budgetary Responsibilities:	No
Direct Reports:	No
Travel Required:	Occasional as required

Main Tasks

Please note that this list of duties is not exhaustive, and employees will be expected to undertake reasonable duties commensurate of their role and grade.

- Act as focal point for the Constrained Activity Plan (CAP), liaising with various parts of the business (eg. Operations, Wells, Maintenance, Projects, TAR, etc) to build a single integrated plan that meets the site integration standard as defined in Integrated Field Planning (IFP) procedure.
- Responsible for ensuring a consistent ranking and prioritisation approach is adopted for activities in the plan that is in alignment with asset management directives and guidance.
- Report progress of plans and identify and communicate threats to plan delivery.

- Accountable for maintaining, delivering and monitoring of the Integrated Primavera plan, ensuring alignment with Maximo work activities and schedule to optimise equipment downtime.
- Responsible for issuing 8Q, 12wk, 6W Constrained Activity Plans, POB histograms and S curves (as required).
- Liaise with asset team onshore and offshore to understand priorities, interactions and dependencies between activities.
- Accountable for ensuring that all scopes meet plan gate entry criteria and processes are in place for monitoring readiness and compliance.
- Accountable for ensuring break-ins to the plan follow the correct process and are approved by the appropriate gate keeper.
- Build and develop CAP plan KPI dashboard.
- Facilitate and lead the 8Q Review meeting and the 12wk and 6w CAP meetings. Ensure TOR are in place for these meetings and adhered to.
- Ability to interface and collaborate effectively within Asset team and various other parts of the business.
- ATS accountability with Approver rights to approve new users of the Serica ATS system and for monitoring compliance with the Flight Logistics booking process of non-core crew mobilisations.
- System Administrator for the Primavera P6 Scheduling system which includes administration of access rights, global codes, layouts, resources and overall, Primavera functionality.
- Compiles the inputs and performs reviews of the scheduling Key Performance Indicator performance with site leaders and drives improvements in the planning performance.

Professional/Educational Requirements, and Behavioural Skills	
Professional/Educational Requirements	
Essential:	<ul style="list-style-type: none"> • A proven working knowledge of Primavera P6 and scheduling experience • Knowledge of Maximo and SAP • Over ten years experience within an Oil and Gas production environment • Experienced in delivering improvement in planning performance.

Acknowledgement	
<i>I have read this job description and fully understand the requirements for my role within Serica.</i>	
Employee Signature:	
Printed Name:	
Job Title:	
Date:	