

JOB DESCRIPTION

Job Title:	Services Team Supervisor
Staff/Contractor:	Staff
Department:	Offshore Operations
Onshore/Offshore:	Offshore
Location:	Bruce Platform
Reports to:	Operations Team Leader

Role Purpose

Write a short description of the role below:

- The Services Supervisor (STS) is key a member of the Bruce Offshore Management Team.
- The STS is accountable for the performance of the Service Team with key areas being the safe delivery of the business objectives, timely resolution of services issues and ensuring that SIP companies are providing competent team members.
- The STS has responsibility (with all the Bruce management team) to deliver the Bruce Safety management system. This involves a commitment to conduct both scheduled and adhoc safety audits, relevant inspections and to engage all Bruce personnel in safety conversations.
- The STS acts as platform focal point for Services activities, Marine and Aircraft movements in or around Bruce Platform, Maximo procurement including assisting with and ensuring cost effective and timely delivery of materials to the platform and respective areas.
- Post holder will be Area Authority for areas as designated by the OIM, utilising the RAP4 process to ensure that safe working practices are adhered to within these areas (Accommodation, Helideck, Lifeboats, External Walkways, Underdeck and Platform Cranes).

Areas of Responsibility

Geographical Span:	Serica Assets- 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.

HSE

- Demonstrate excellent safety behaviours always and ensure Bruce safety aspirations are communicated and maintained.
- Deliver the STSs audit commitments as per the platform Master Audit Schedule.
- Ensure full compliance with all Platform Policies and Procedures by both himself and his team.

- Ensure that STS Synergi actions are closed out in a timely manner.
- Perform key role in platform emergency response team, taking overall charge of muster control during incidents and exercises.
- Perform key role in platform emergency medical evacuation.
- Trained in Incident Investigation, and lead as appropriate any accident, incident and near miss investigations that are assigned by OIM.
- Run team safety meetings and encourage participation of team members.
- Run the Services Team to complete all Safety Critical work as per schedule.
- Ensure safe operating practices are carried out during services and logistic activities.

Technical Integrity, Performance, and Production

- Ensure that all Services Team safety critical maintenance is completed on schedule.
- Ensure that the Services planning process is robust in identifying opportunities for completion of outstanding work as and when equipment becomes available.
- In conjunction with the OTL/MTL prioritise work to optimise efficiency for a given Service resource especially regarding scaffolding.
- Participate in planning meetings giving inputs with regards to services and logistics requirements to the Material and Logistics Manager.
- Responsible for maintaining marine and aircraft support services to the Bruce Installation. Ensuring that they are carried out in a safe and cost-effective manner, complying with statutory and company regulations and Bruce Asset procedures and guidelines.
- Responsible for the safe operation of the platform helideck and co-ordination of personnel movements to and from the Bruce Installation, including the provision of accommodation to offshore personnel.
- Ensuring all air and sea manifests are completed by PMC and including all documentation in accordance with the Transportation of Dangerous Goods by both Air and Sea. Packaging and Labelling of Dangerous Goods by both Air and Sea, Controlled Wastes and Control of Pollution (Duty of Care Regulations), and Serica Energy procedures.
- Oversight for the provision, control and improvement of the platforms material management.
- Liaise with ERRV to ensure state of readiness is maintained and regular response exercises are performed.
- Owner of the Platform Waste management process.
- Ensure clear and concise daily, weekly and end of trip handovers for both themselves and the Services Team.
- Act as platform marine co-ordinator

People

- Manage effective use of resources through the scaffolding foreman ensuring any gaps within the team are acted upon.
- Ensure that key messages from the Management Team are delivered to the Services Team
- Review training requirements and ensure that gaps are managed and be accountable for the competency of the SIP team ensuring that all competencies are kept up to date by the SIP focal point.
- Ensure the attendance tracker is maintained by the SIP focal point and that there are sufficient numbers of personnel for continued safe operations.

Cost

- Ensure that an efficient and cost-effective stores system is maintained in conjunction with the Platform Materials Controller (PMC) and other departments and that materials inventory is optimised.

- Ensure that the platforms scaffolding stock is maintained within agreed tonnage targets and that additional requirements for campaigns and TARs is ordered, delivered and backloaded in a timely cost-effective manner.
- Ensure that a register of hired equipment is maintained and liaise with all departments to ensure that equipment is taken off hire at the earliest opportunity to minimise costs.

Maintenance

- Run and be accountable for the Services Team to optimise efficiencies when completing tasks.
- Ensure that all team tasks are being recorded in the Maintenance Management System (Maximo) and that they have realistic schedule and target dates for completion.
- Ensure that scheduled Service activities are aligned thereby reducing overall losses and maintaining operating and cost efficiencies.
- Accountable for all crane maintenance activities.
- Accountable for Gas Cylinder Management.
- As Bruce LOLER Representative close liaison with site LOLER Competent Person

Performance Improvement

- Owns the Quality Management process for Services and Logistics.
- Responsible for optimising supply vessel movements and timings when on location, liaising with Serica Logistics to ensure timely and cost-effective utilisation of vessels.

Projects/TAR/Modifications

- Provide Services and Logistics input into project preparation and execution
- Provide Services & logistics input into TAR and Major Campaign activities
- Provides input as Bruce LOLER Representative

Professional/Educational Requirements, and Behavioural Skills	
Professional/Educational Requirements	
Essential:	• Dangerous goods by air and sea • Marine Responsible Training • VHF Marine Radio License Training • LOLER representative • Previous experience in operations or services role on offshore installations • Experienced Area Authority
Desirable:	• Experience in the role of Services Supervisor on an offshore installation. • HCA helicopter training
Behavioural Skills	
Essential:	• Strong teamwork skills • Strong organisational and communication skills • Strong HSE leadership skills • Performance driven
Desirable:	• Technical discipline knowledge

Acknowledgement

I have read this job description and fully understand the requirements for my role within Serica.

Employee Signature:**Printed Name:****Job Title:****Date:**