

JOB DESCRIPTION

Job Title:	Training and Competence Lead
Department:	Human Resources, Internal Communications, Training and Competence Team
Onshore/Offshore:	Onshore
Location:	Aberdeen / Hybrid
Reports to:	Chief People Officer (CPO)

Role Purpose

Providing a pivotal role in ensuring workforce competence, the training and competence lead will be accountable for the training and competence framework across Serica's assets.

In a newly created role, reporting directly to the Chief People Officer, the training and competence lead will work collaboratively in an HR team, that includes one training and competence co-ordinator.

The lead will ensure adequate processes and systems are in place to facilitate the training and competence assessment and verification of Serica employees, competency monitoring and assurance of Serica's third parties to ensure all personnel are fully equipped to meet operational, regulatory and safety requirements on any Serica site or asset.

This role will support onshore and offshore operations both across Serica's North Sea assets and for the London and Aberdeen offices.

Areas of Responsibility

Geographical Span:	Serica Assets
Budgetary Responsibilities:	Yes – account holder for external training service provider
Direct Reports:	Training and Competence Co-ordinator
Travel Required:	Occasional as required, and ideally visiting offshore

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.

Training

- Manage the Company's training requirements as defined by the approved training procedure and the associated training matrices.
- Accountable for ensuring a fit for purpose training matrix is in place and is maintained, which aligns to Serica's core business and safety objectives.
- Lead and coordinate regular reviews of the approved training matrices and training procedures involving the appropriate operations and assurance personnel, including relevant technical authorities, subject matter experts or other specialists.
- Co-ordinate with HSEQ, assurance, operations, technical and HR teams to ensure training supports regulatory compliance, workforce development and succession planning.
- Contract holder for the external training provider, and to manage the training and competence external service contract and associated contract KPIs.
- Conduct regular review of training matrices' effectiveness with stakeholders.
- Ensure learning pathways are in place for all roles and communicated as appropriate.
- Conduct training needs analysis across offshore and onshore functions to identify skills gaps and performance risks, gaining input from key stakeholders.
- Lead the development and ensure delivery of technical, safety and behavioural training aligned with appropriate Standards in accordance with the training matrix and plans, gaining input from key stakeholders.
- Oversee the rollout of all fit-for-purpose learning solutions, measuring their effectiveness to drive continual improvement
- Support projects (such as turnarounds and new capital project familiarisation) with targeted training plans and mobilisation readiness programmes.
- Deliver a robust induction and onboarding programme.

Competence

- Accountable for managing Serica's competence framework, ensuring all safety critical roles (and key identified non-safety critical roles) are adequately assessed and verified against agreed risk ranked criteria.
- Ensure all safety critical roles (and key identified non-safety critical roles) have appropriate competence profiles and documented assessment processes.
- Ensure all Assessors and Internal Verifiers are trained and provide feedback to stakeholders.
- Manage, provide advice, guidance and support to all Candidates, Assessors, Verifiers, and third-party personnel on the competence process.
- Provide regular reporting on competence status to Asset managers/Discipline Managers, to include measurement against competence KPIs and including escalation to CPO.
- Conduct regular effectiveness review of competence framework with stakeholders, ensuring accurate and auditable competence records are maintained.
- Accountable for delivering the framework for a contractor assurance programme, supporting regular review with procurement/supply chain, HSEQ and assurance teams, and findings are shared with relevant contract owners, operations and assurance teams.

Learning Management System

- Manage the implementation and ongoing use, and maintenance, of the Learning Management System (LMS).
- Manage and coordinate the learning management system and, where relevant, be involved in the creation of e-learning packages.

- Ensure all training records and reports are maintained accurately and all necessary training is current and valid.
- Providing clear, timely support and information about training and competence to employees and Managers

Training and Competence Team

- Promote Serica's values of communication, learning, empowerment, accountability and respect.
- Provide a customer focused, solutions driven training and competence service, keeping up to date with industry developments in training and competence.
- Lead the training and competence team (direct and indirect stakeholders) to reach and maintain agreed training & competence levels and KPIs.
- Directly lead, manage and motivate the Training and Competence Co-ordinator, providing required support and development.

Professional/Educational Requirements	
Essential:	<ul style="list-style-type: none"> - Previous track record in designing and delivering a fit for purpose competence and training framework, and managing training and competence systems, ideally within the energy or another safety-critical industry - Proven track record of managing competence frameworks and training strategies both onshore and offshore, including leading relevant change programmes. - Strong understanding of technical operations, safety protocols and risk management in an oil and gas environment - Preferably degree qualified, or equivalent, in a relevant field, such as engineering, operations, health and safety or learning and development. - OPITO Assessor and Verifier Qualification desired. - Good working knowledge of the training requirements in the UK Oil and Gas Industry - Assessor or Verifier certification and certification in learning and development preferred.
Behavioural Skills	
Essential	<ul style="list-style-type: none"> - Strong safety-first mindset - Excellent attention to detail - Collaborative and team-oriented leader, with strong communication and stakeholder engagement skills. - Strong decision-making capabilities underpinned by sound technical knowledge. - Possesses a growth mindset, adaptable and open to new challenges and opportunities. - Action orientated leader with a can-do attitude.