

JOB DESCRIPTION

Job Title:	Asset Support Lead	Responsible To:	Operations Manager
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KEY ACCOUNTABILITIES

As Asset Support Lead you will have overall responsibility for managing the Company's assets throughout the lifecycle of global project utilisations and asset storage. You will support mobilisations and demobilisations, ensuring documentation is compliant with latest industry and legislative guidelines. Key duties and responsibilities to include, but are not limited to:

- Shipping/transportation – liaise with freight forwarders to ensure the global shipping of assets is efficient and cost effective
- Documentation – ensure all necessary mobilisation/demobilisation documentation is completed and available to relevant parties. Ensuring offshore personnel complete the required documentation during any system demobilisation and provide support where necessary
- Export Compliance – ensure the required export licenses are valid and correctly applied to any commercial invoice. Ensuring goods are correctly imported and exported, keeping accurate records and ensuring compliance with the latest Custom legislative guidelines
- Direct Supervision of stores personnel
- Apply Company certification guidelines to all assets, to ensure equipment is available to mobilise as and when required
- Interface and coordinate with workshop personnel to ensure servicing, maintenance and up-grade of equipment is fully documented and traceable within the Company's asset tracking software
- Oversee the Company's electronic inventory system, record details of work any carried out along with asset movement
- Forklift operation to load/unload equipment from containers and load/unload containers on/off mode of transportation
- Occasional travel to suppliers for the purposes of acceptance test, audits or any other Company business (which may include global travel)
- Attending training courses (when required) to satisfy all current training legislations requirements, i.e. HMRC etc.
- Attend risk assessment and safety meetings surrounding Company activities, in particular base work. Production of documentation (where applicable) relating to tasks such as risk assessments and procedures (which may also include updating existing documents)
- Undertake any other duties as the Company may reasonably require.

HSEQ RESPONSIBILITIES

All employees have a duty under the Health and Safety at Work Act 1974 and abide by the Environmental Protection processes in place at Film-Ocean to:

- Take reasonable care for your own health and safety and that of others who may be affected by what you do, or not do
- Co-operate with your employer on health and safety matters
- Correctly use work items provided by your employer, including PPE in accordance with training and instructions
- Not to interfere with, or misuse anything provided for your health and safety, or welfare
- Report all Health, Safety, Environmental and Quality concerns to the HSEQ Manager

Duties and Responsibilities Asset Support Lead

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- Work to Film-Ocean HSEQ processes and procedures and inform the HSEQ Manager of any omissions or changes required
- Ensure that safety policies and procedures are implemented, understood and adhered to at the work location, so far as is reasonably practicable in order to ensure a safe working environment
- Promote a proactive commitment to Film-Ocean's HSEQ initiatives.

QUALIFICATIONS/EXPERIENCE

Essential (minimum acceptable levels for safe and effective job performance)

- Import/Export experience preferably in the subsea sector
- Working knowledge and experience within a similar field

COMPETENCE

KNOWLEDGE

Safety and Quality Standards

- Extensive knowledge of current safety and quality standards as applied to systems requirements in an offshore environment.

Team-work, co-operation and communication

- Strong team player with the ability to work effectively unsupervised
- Excellent written and oral communication skills
- Excellent interpersonal skills to be able to interact with individuals at all levels, both internally and externally
- Able to promote a positive attitude within the team
- Flexible team player.

Initiative

- Actively contribute to the continual improvement to the business and seek ways to make improvements to working methods and efficiencies in line with the Company core values

Personal attributes

- Extremely organised with attention to detail
- Strong problem solving and decision making skills
- Self-motivated with excellent time management
- Ability to work under pressure, to deadlines and operate in a fast-paced environment.

PLEASE NOTE

The listing of key accountabilities and other duties is not necessarily exhaustive and may be changed at Management's discretion to reflect the needs of the Company. All personnel will be expected to assist others in their routine tasks as directed, in order to ensure that operational efficiency is maximised.

Prepared by: Mel Lawson

Date:

Approved by: Scott Jenney

Date: