

	Duties and Responsibilities Operations Coordinator		Doc. No.: JD-025
			Rev: B
			Rev Date : 2 nd July 2020

JOB DESCRIPTION			
Job Title:	Operations Coordinator	Responsible To:	Operations Manager/General Manager
KEY ACCOUNTABILITIES			
<p>The Operations Coordinator is responsible for all aspects of ROV crewing and personnel logistics as per project allocation, and as directed by the Operations Manager and Project Managers. In addition, the Operations Coordinator will also assist in various other tasks to ensure the operations department runs smoothly and efficiently.</p> <p>Key duties and responsibilities to include, but are not limited to:</p> <ul style="list-style-type: none"> • Liaise with the Operations Manager and Project Managers for scheduling and facilitation of offshore personnel crew changes • Source offshore personnel from internal resources or 3rd party agents • Maintain electronic personnel records and certification, ensuring all necessary documentation is available and valid • Focal point for offshore personnel regarding mobilisation/demobilisations and crew changes • Assist with the process of obtaining second passports, visa applications, work permits and country requirements • Coordinate, approve and log offshore personnel holiday's or leave requirements in conjunction with Operations Manager and Project Managers • Track comprehensive and accurate offshore personnel movements for project mobilisation, crew changes, crew availability, ensuring all personnel notified of mobilisation dates, rotations, base working, inductions and training days • Focal point for travel providers, coordinate accommodation, travel and organise any other logistical requirements for project personnel • Order PPE and kit requirements for offshore personnel • Generate operations utilisations, spreadsheets etc. • Attend and minute operations meeting and other meetings as required • Monitor and upload performance appraisals for offshore personnel, ensuring the Operations Manager has been provided with copies of performance appraisals • Provide the payroll department with accurate information from the offshore register and check expenses claims for offshore personnel • Champion action tracking software (Soft Expert) to monitor daily tasks for office and workshop staff, providing software training where necessary • Support with purchasing, liaising with suppliers to obtain competitive quotations and producing purchase orders using SAGE • Support the HR Manager and HSEQ Manager with project specific work and new initiatives to improve the welfare of personnel, along with organising staff social events • Providing administration support for training, development and competencies required for onshore and offshore personnel • Support with the implementation and operation of the Asset and Crewing Scheduler software • Documentation review and formatting to Film-Ocean standards across all functions • Participate in out of hours on-call rota • Undertake any other office duties as the Company may reasonably require. 			



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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
- 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

- Experience in an office environment, ideally within the Oil and Gas or the ROV Industry
- Proficient with Microsoft Office (in particular Excel and Word).

COMPETENCE

KNOWLEDGE

Initiative

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

Personal attributes

- Ability to effectively establish positive working relationships with onshore/offshore personnel and senior management
- Able to use own initiative and self-motivated with excellent time management
- Capable in working under pressure, to deadlines and operate in a fast-paced environment, handling multiple assignments simultaneously to meet deadlines
- A "can do" positive attitude, with a focus on delivery
- Excellent communication skills - oral and written
- Strong problem solving and decision-making skills
- Flexible team player with the ability to work as part of a team
- Highly organised and efficient with attention to detail
- Honest, trustworthy and discreet
- Able to adhere to Film-Ocean core values.

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, HR Manager

Date: 2nd July 2020

Approved by: Lynne Gammack, General Manager

Date: 3rd July 2020