

Roles and Responsibilities Statement



Name:	TBC	Job Title:	Senior Project Engineer – Well Support Services
Line Manager:	James Larnder	Start Date:	TBC
Reviewed by:		Date:	

Responsibilities (General):

- Fulfilment of Project Engineering duties in respect to that set of Roles and Responsibilities.
- Take a leading role in Technical Sales and to provide guidance and assistance to other Project Engineers with their technical selling.
- Reviewing and management of the preparation of bids and quotations for by other Engineers ensuring all technical and commercial aspects are addressed.
- Reviewing and management of the preparation of comprehensive programmes of work and equipment lists for assigned projects by other Engineers. Ensure all technical and operational aspects are covered.
- Where applicable, assisting the Line Manager or being delegated responsibility for various management tasks (project close outs/audits etc).
- Acting as Senior Technical Authority within the company for certain aspects of Aquaterra's work.
- Checking and approval of calculations to verify the suitability of procedures and equipment proposed to be utilised
- Approval of Purchase Orders and Invoices in line with the financial authorities.
- Checking and approval of detailed technical reports.
- Monitoring/managing/mentoring performance and highlighting problem areas with Graduate Engineers
- Ensuring all tasks are carried out in accordance with AEL policies and procedures and in line with ISO 9001/14001 guidelines/requirements

Responsibilities (Specific to Health & Safety):

- Managing, reviewing and approving the implementation risk assessments performed by others
- Actively taking a lead role in giving toolbox talks
- Checking work equipment condition before use
- Reporting accidents, incidents, near misses, and other safety concerns and pro-actively implementing corrective actions
- Implementing the requirements of the AEL staff handbook and being involved in its review and continual update.
- Complying with the AEL HSW policies as outlined in the staff handbook

Roles and Responsibilities Statement



Environmental Responsibilities

- Recycling as per the local recycling arrangements
- Complying with Environmental Policy and Procedure
- Reporting environmental concerns and complaints
- Reporting any Environmental issues and suggesting improvements

Roles and Responsibilities Statement



Name:	TBA	Job Title:	Project Engineer – Asset Enhancement
Line Manager:	Dave Rowson	Start Date:	TBA
Reviewed by:	Dave Rowson	Date:	26th April 2010
Agreed by:		Date:	

Responsibilities (General):

- Execution of project engineering duties on assigned projects in a proactive manner including regular interface with clients, work colleagues and other contractors as necessary
- Delivery of projects (and/or products and services) on schedule, to a high level of quality, and within budget
- Management of project costs and invoicing
- Preparation of comprehensive project schedules and equipment lists
- Management, monitoring and reporting of project performance (including cost, quality and schedule)
- Attendance offshore (and onshore)
- to undertake surveys, supervisory roles and other project activities as required
- Technical sales and marketing
- Preparation of bids, quotations and tenders for potential projects
- Ensuring that all tasks are undertaken in accordance with AEL policies and procedures and in line with ISO 9001 guidelines/requirements
- Liaison with other project departments as necessary (engineering, HSEQ, commercial, HR etc) to ensure projects run smoothly
- Selection of correct tooling and equipment to satisfy project requirements
- Preparation of detailed technical reports and procedures
- Any other duties within the scope of the post holder's competency as agreed and on occasion

Roles and Responsibilities Statement



Responsibilities (Specific to Health & Safety):

- Ensuring that projects are performed in a safe and efficient manner
- Participating in and implementing risk assessments
- Participating in and (from time to time as required) giving toolbox talks
- Checking work equipment condition before use
- Reporting accidents, incidents, near misses, and other safety concerns
- Implementing the requirements of the AEL staff handbook
- Complying with the AEL HSW policies as outlined in the staff handbook

Environmental Responsibilities

- Recycling as per the local recycling arrangements
- Complying with Environmental Policy and Procedure
- Reporting environmental concerns and complaints
- Reporting any Environmental issues and suggesting improvements

Roles and Responsibilities Statement



Name:	TBA	Job Title:	Project Engineer – Field Development
Line Manager:	Mark Buchan	Start Date:	TBA
Reviewed by:	Mark Buchan	Date:	10 th May 2010
Agreed by:		Date:	

Purpose:

To provide project engineering services to the Field Development business unit. This business unit is responsible for three core product lines, Sea Swift Platforms, Hook-up and Commissioning, and Pipe Line Commissioning, and the additional activity of the management of the companies ADC projects. The Project Engineer will be involved in the management of all projects and activities involving all product lines that fall under the control of the business unit.

The Project Engineers role includes liaison with clients at all stages of a project from initial sales contact to quotation submission, through to product delivery.

The business unit services a world-wide client base which would demand an extensive amount of travel as part of the post.

Main Duties:

- Technical Sales.
- Involvement in the marketing of the business units' product lines.
- Liaison with other departments within the company, and outside agencies and contractors.
- Fulfillment of Project Management duties in respect of assigned projects in a proactive manner, including regular interface with clients, colleagues and other contractors.
- Preparation of bids and quotations for potential projects, revising as necessary and, if accepted, controlling/monitoring costs.
- Preparation of comprehensive programs of work and equipment lists for assigned projects.
- Responsibility for delivery of the products and services to clients on time, on quality and on budget for allocated projects.
- Selection of correct tooling and equipment to fulfill operational requirements.
- Carrying out all required calculations to verify the suitability of procedures and equipment proposed to be utilised.

Roles and Responsibilities Statement



-
- Production of detailed technical reports.
 - Monitoring/managing project performance and highlighting problem areas.
 - Attendance offshore or a location inside or outside the UK to supervise project fulfillment.
 - Ensuring all tasks are carried out in accordance with AEL policies and procedures and in line with ISO 9001 guidelines/requirements.
 - Any other duties within the scope of the post holder's competency as agreed and on occasion

Responsibilities (Specific to Health & Safety):

- Participating in and implementing risk assessments.
- Participating in and (from time to time as required) giving toolbox talks.
- Checking work equipment condition before use.
- Reporting accidents, incidents, near misses, and other safety concerns.
- Implementing the requirements of the AEL staff handbook.
- Complying with the AEL HSW policies as outlined in the staff handbook.
- Complying and implementing HSE procedures.

Environmental Responsibilities:

- Recycling as per the local recycling arrangements
- Complying with Environmental Policy and Procedure
- Reporting environmental concerns and complaints
- Reporting any Environmental issues and suggesting improvements

Roles and Responsibilities Statement



Name:	TBA	Job Title:	Project Engineer – Well Support Services
Line Manager:	James Larnder	Start Date:	TBA
Reviewed by:	James Larnder	Date:	4 th May 2010
Agreed by:		Date:	

Responsibilities (General):

- Technical Sales
- Fulfilment of Project Management duties in respect of assigned projects in a proactive manner, including regular interface with clients, colleagues and other contractors
- Preparation of bids and quotations for potential projects, revising as necessary and, if accepted, controlling/monitoring costs
- Preparation of comprehensive programmes of work and equipment lists for assigned projects
- Responsibility for delivery of the products and services to clients on time, on quality and on budget for allocated projects
- Selection of correct tooling and equipment to fulfil operational requirements
- Carrying out all required calculations to verify the suitability of procedures and equipment proposed to be utilised
- Production of detailed technical reports
- Monitoring/managing project performance and highlighting problem areas
- Attendance offshore to supervise project fulfilment
- Ensuring all tasks are carried out in accordance with AEL policies and procedures and in line with ISO 9001 guidelines/requirements
- Any other duties within the scope of the post holder's competency as agreed and on occasion

Roles and Responsibilities Statement



Responsibilities (Specific to Health & Safety):

- Participating in and implementing risk assessments
- Participating in and (from time to time as required) giving toolbox talks
- Checking work equipment condition before use
- Reporting accidents, incidents, near misses, and other safety concerns
- Implementing the requirements of the AEL staff handbook
- Complying with the AEL HSW policies as outlined in the staff handbook
- Complying and implementing HSE procedures

Environmental Responsibilities

- Recycling as per the local recycling arrangements
- Complying with Environmental Policy and Procedure
- Reporting environmental concerns and complaints
- Reporting any Environmental issues and suggesting improvements

Roles and Responsibilities Statement



Name:	TBC	Job Title:	Senior Design/Structural Engineer
Line Manager:	Robert Biggs	Start Date:	TBC

Main Duties:

- Co-ordination of design activity.
- Planning Design Activity.
- Liaising with Suppliers.
- Liaising with Projects Dept.
- Mechanical calculations.
- Analysis.
- Reports to the Engineering Design Manager.
- Participates in design reviews.
- Utilises the Design Management element of the management system.
- Provides Design Expertise to the project.
- Implementing the Design Management Procedure.
- Ensuring all elements of management system are implemented with the design dept.

Responsibilities (Specific to Health & Safety):

- Participating in and implementing risk assessments
- Participating in and (from time to time as required) giving toolbox talks
- Checking work equipment condition before use
- Reporting accidents, incidents, near misses, and other safety concerns
- Implementing the requirements of the AEL staff handbook
- Complying with the AEL HSW policies as outlined in the staff handbook

Roles and Responsibilities Statement



-
- Complying and implementing HSE procedures

Environmental Responsibilities

- Recycling as per the local recycling arrangements
- Complying with Environmental Policy and Procedure
- Reporting environmental concerns and complaints
- Reporting any Environmental issues and suggesting improvements

Roles and Responsibilities Statement



Name:	TBC	Job Title:	Design Engineer – CAD Bias
Line Manager:	Robert Biggs	Start Date:	TBC
Reviewed by:	Robert Biggs	Date:	27 th April 2010
Agreed by:		Date:	

Main Duties:

- Co-ordination of design activity.
- Planning Design Activity.
- Compile and develop conceptual designs into detailed engineering solutions.
- Proficient in drafting to a competent standard in a range of mechanical, structural and piping disciplines.
- Assist in development of trainee engineers
- Liaising with Suppliers.
- Liaising with Projects Dept.
- Reports to the Engineering Design Manager.
- Participates in design reviews.
- Provides Design Expertise to the project.
- Ensuring all elements of management system is implemented with the design dept.
- Design and development in accordance with Design Management Procedure.
- Creating design documents and implementing drafting standards as instructed by the engineering manager.
- Delivering offshore services (engineering & commissioning) as part of projects.
- Any other duties within the scope of the post holder's competency as agreed and on occasion

Roles and Responsibilities Statement



Responsibilities (Specific to Health & Safety):

- Participating in and implementing risk assessments
- Participating in and (from time to time as required) giving toolbox talks
- Checking work equipment condition before use
- Reporting accidents, incidents, near misses, and other safety concerns
- Implementing the requirements of the AEL staff handbook
- Complying with the AEL HSW policies as outlined in the staff handbook
- Complying and implementing HSE procedures

Environmental Responsibilities

- Recycling as per the local recycling arrangements
- Complying with Environmental Policy and Procedure
- Reporting environmental concerns and complaints
- Reporting any Environmental issues and suggesting improvements

Roles and Responsibilities Statement



Name:	TBC	Job Title:	Senior Analyst
Line Manager:	Danny Mahmood	Start Date:	ASAP

Main Duties:

- Perform conductor, riser and structural analysis activities.
- Perform research and development activities.
- Generate analysis proposals, liaise with clients, author reports.
- Provide analysis capability to design, projects and special projects departments.
- Provide training to colleagues and new staff members.
- Any other duties as directed by the management team.

Responsibilities (Specific to Health & Safety):

- Ensuring that work is undertaken in a safe and efficient manner
- Reporting accidents, incidents, near misses, and other safety concerns
- Implementing the requirements of the AEL staff handbook
- Complying with the AEL HSW policies as outlined in the staff handbook
Complying and implementing HSE procedures

Environmental Responsibilities

- Recycling as per the local recycling arrangements
- Complying with Environmental Policy and Procedure
- Reporting environmental concerns and complaints
- Reporting any Environmental issues and suggesting improvements