

JOB DESCRIPTION

HR Logistics & Competence Supervisor

REVISION: 1 **DATE:** 9th May 2019

REPORTING LINE

The HR Logistics and Competence Supervisor will report directly to the HR Manager with a functional reporting line to the Operations Director.

LOCATION

Well-Safe Solutions, Aberdeen, though there may be the requirement to visit and work at other company locations or supplier's premises as required.

ROLE

To provide effective co-ordination of all field operational personnel ensuring resourcing levels, competency and availability are in place to fulfil operational requirements. Initially this will be offshore on Well-Safe vessels but may in the future include land rigs.

KEY RESPONSIBILITIES

The HR Logistics & Competence Supervisor will be required to:

- Maintain full knowledge and understanding of current and future operational activity in order to understand and effectively plan to meet resourcing requirements.
- Manage the recruitment process for all field personnel, in conjunction with the Rig Manager, including sourcing, interviewing, and compiling approved offers.
- Manage the onboarding process for all field personnel, ensuring the smooth transition for all new employees, as well as ensuring all Company required documentation and certification is submitted and verified.
- Co-ordinate and manage the movements of all field personnel (new hires, transfers, terminations, promotions, redundancy).
- Implement and subsequently manage/maintain an effective employee tracking system to ensure POB/rotas/training days etc. are captured and reported accurately to support operational planning and information for payroll.
- Key role in supporting the development and ongoing management of the safety critical competence process ensuring competence levels are visible and actively reviewed supporting continual progress.
- Maintain and develop the knowledge and competency (training)plan/matrix ensuring training requirements are identified, planned and met.
- Provide 1st line HR advice & guidance to all field Supervision, enabling them to effectively manage their teams.

- Supervise HR Logistics staff ensuring they have the skills, knowledge and attitude to provide a professional quality service (in due course)
- Arrange ad hoc travel (field personnel generally responsible for organizing their own) and accommodation if required.

KEY OUTCOMES

- Robust systems in place that ensure sufficient staffing, with the relevant competencies are available to support all field operational activity
- Safety Critical Competence system fully operational
- Management/Supervision fully supported to enable them to effectively manage their teams
- Clear communication between onshore and offshore supporting positive employee relations.

LIMITS OF AUTHORITY

Full responsibility for all operational activities within the philosophies and constraints laid out in the job description.

The company reserves the right to amend or change the activities listed, taking into account the job holder's qualifications and experience to enable the business needs to be met.

KNOWLEDGE & COMPETENCY

Required:

ESSENTIAL

- 5 years HR Logistics experience with a minimum of 2 years within a drilling environment.
- Experience of managing/co-ordinating a competence system
- Excellent verbal and written communication
- Confident, strong communicator
- Methodical and organized
- Efficient use of MS Office packages

DESIRED

- Experience of managing others
- CIPD qualification