

JOB DESCRIPTION**Operations Administrator/ Document Controller****REVISION: 1 DATE: 30/04/2019****REPORTING LINE**

The Operations Administrator/Document Controller will report directly 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 including rig locations when moored/docked.

ROLE

The Operations Administrator/Document Controller supports the Operations team in every aspect of the transition of assets to Well-Safe ownership and ongoing operations. This role will involve assisting 3 main stakeholders: Operations team, QHSE team, IT team to ensure all admin and doc control is executed within the company process. It is expected that the role of Document Controller will take priority in the early job phase as we transition the Well-Safe Guardian to our management system and ownership with Administration tasks gradually taking over.

KEY RESPONSIBILITIES

The key responsibilities include:

- Responsible for implementing Well-Safe's document control policy on all rig documentation being transferred and generated
- Focal point to assist the Operations team with any administration requirements
- Super-user for SharePoint and other associated software packages including Maximo maintenance management system
- Ensure compliance with Management of Change (MOC) procedures by working closely with Operations Team
- Coordinate ongoing development of Operations Management System (OMS)
- Responsible for development and maintenance of project schedules across all assets, including resource requirements
- Write and submit regulatory documents as required with input from all stakeholders
- Focal point for various databases including cost estimation, performance analysis and business processes
- Support the operations team with any internal/external deliverables in tight timeframes by producing input to reports, proposals or presentations

- Perform basic planning work to support ongoing projects using MS Project software

KEY OUTCOMES

- Seamless execution of data transfer of rig ownership materials
- Successful implementation and operation of Well-Safe document control process
- Consistent production of high-quality data ready for use by operations
- Integration within wider Well-Safe team to ensure alignment and good communication links

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

ESSENTIAL

- Good analytical skills including both text and data
- Experience of working with document control systems
- Experience of working with Business Management Systems
- Ability to learn bespoke IT packages quickly and confidently (SharePoint essential)
- Ability to prioritise and identify upcoming problems early
- Excellent team player

DESIRED

- Ability to implement new systems including staff training
- Experience of using and populating Management Systems
- Experience of using MS Project and completing basic planning tasks