

JOB DESCRIPTION**Wells Technician****REVISION:** 1 **DATE:** 19/04/2019**REPORTING LINE**

The Wells Technician will report directly to the Well Abandonment Team Leaders.

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

The Wells Technician supports the Well Engineering team in every aspect of the Well Decommissioning Delivery Process (WDDP), including development and implementation of the Well Engineering Management System itself. This role will involve being the focal point for the well reporting system, ensuring compliance with the WDDP (including MOC and Document Control), technical analysis of data assurance of process integrity and submission of Well Notifications.

KEY RESPONSIBILITIES

The Wells Technician key responsibilities include:

- Responsible for implementing the Well Decommissioning Delivery Process (WDDP) throughout project lifecycle
- Focal point and Super-user for well reporting system (Oilfield OS), including training Well-Safe, contractor and client staff as required
- Ensuring compliance with Management of Change (MOC) procedures by working closely with Operations Team
- Coordinating ongoing development of Well Engineering Management System
- Responsible for development and maintenance of Well Engineering project schedules across P&A clubs, including resource requirements
- Writing and submitting regulatory documents (Well Notifications, CON, Marine Licence) and acting as a focal point for the regulator
- Analysing data and interpreting its contents into Well-Safe structure and format to allow the building of engineering designs and execution plans
- Focal point for various databases including cost estimation, performance analysis and business processes
- Support the engineering team with any internal/external deliverables in tight timeframes by producing input to reports, proposals or presentations
- Ensure document control is maintained in order to comply with quality standards
- Assist throughout the entire well engineering process where required

KEY OUTCOMES

- Seamless execution of well delivery process within agreed time frames
- Successful implementation and operation of Oilfield OS reporting system
- Full Well-Safe adherence to the Well Engineering Management System
- Consistent production of high-quality data ready for use by engineering team
- Pivotal member of the engineering team allowing untethered workflow
- Integration within wider WSS 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 well operations reporting systems
- Experience of working with Management Systems
- Ability to learn bespoke IT packages quickly and confidently
- Ability to prioritise and identify upcoming problems early
- Excellent team player

DESIRED

- Understanding of Well Operations and key drivers
- Ability to implement new systems including staff training
- Experience of developing Management Systems