



# PROJECT MANAGER

## KEY FUNCTIONS

### OVERVIEW

The Project Manager's primary role is to take on full customer account responsibility from project commencement through to completion, managing all aspects of service delivery to the highest of standard, thereby ensuring the successful delivery of projects in accordance with HSEQ systems and exceeding our customer's expectations.

### RESPONSIBILITIES

- Comply with HSEQ requirements as described in the HSEQ Manual, Procedures, Staff Handbook, and as specified by customer HSEQ requirements.
- Take on full customer account responsibility from project commencement to completion, managing all aspects of service delivery to the highest of standard and develop any ongoing opportunities and repeat business.
- Provide Customers with detail of TRAC's wider services and innovative products available that will add value for customers and integrate into existing projects as appropriate.
- Review and assess customer project requirements; confirm TRAC capability to perform satisfactorily; advise alternative solutions and TRAC innovations.
- Conduct job briefs with site personnel to ensure full understanding of customer requirements and TRAC procedures/ safe systems of work.
- Communicate regularly with site personnel/ customer/ TRAC ops support personnel to monitor ongoing activities/ forward planning/ resource requirements etc.
- Support site personnel/ customer with respect to technical info, procedures and equipment.
- Attend client progress update meetings as appropriate.
- Attend Operations meetings and others as required.
- Liaise with Operations support staff to arrange suitably qualified, inducted and competent personnel in accordance with client requirements and relevant systems/ standards.
- Liaise with Materials/Stores staff to ensure suitable equipment and materials are selected for the project and are mobilised fit for purpose.
- Coordinate any 3<sup>rd</sup> party suppliers to ensure that relevant TRAC standards and customer requirements are satisfied.
- Advise stores staff regarding selection/ maintenance/ handling/ storage of relevant equipment and materials.
- Prepare/ coordinate/ authorise workpacks as appropriate for all site activities and projects.
- Ensure that relevant systems, processes and technical information are provided to personnel and utilised/ implemented correctly.
- Liaise with Quality Rep/ Level 3 advisors regarding procedures and other documentation as required.
- Coordinate job files for all projects and ensure relevant information is available and communicated to customers'/ business support staff/ etc. as required.
- Review of site produced reports for content and quality prior to submission to client.
- Ensure that suitable contract/ purchase order is in place prior to commencing projects and coordinate/ authorise submission of invoices as agreed with client.
- Prepare task specific quotations/ estimates as required in accordance with TRAC procedures for authorisation by Line Manager.

### COMPETENCY REQUIREMENTS

#### Qualifications

- Recognised engineering or inspection NDT qualification



Service | Safety | Quality | Innovation

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### Experience/Knowledge

- 5 years' experience of managing/supervising inspection, NDT, mechanical or Rope Access projects within the Oil & Gas industry and be familiar with the technical and procedural requirements.
- Proficient in the use of Microsoft Office suite applications.

### Inspection and NDT

- PCN or equivalent qualifications in any of the relevant disciplines below:
  - Ultrasonic Inspection (UT)
  - Eddy Current Inspection (EC)
  - Magnetic Particle Inspection (MPI)
  - Dye penetrant Inspection (DPI)
  - Radiography (RAD)

### Additional Skills/Requirements

Industry recognized project management certification or working towards.

### LINE MANAGER

Technical Manager

### LINE REPORTS

Supervisors/Technicians/Assistant Project Managers

### FLEXIBILITY

As the client base and projects locations are geographically widespread, the expectations will be such that availability to mobilise globally may be required. These locations include construction yards, offshore platforms, refineries and other client facilities as contractual obligations dictate. Depending on location, certain medical/ additional site requirements may be needed.