



JOB DESCRIPTION

**Operations Supervisor Offshore
Offshore Expansion, Sustainability &
Start Up Department
Offshore, Terminals & Refining Group**

Job Description – Operations Supervisor Offshore (OESS)

Part A: Job Specification

Job Purpose	<ul style="list-style-type: none">Supervise offshore operational activities conducted in an allocated work area, to achieve and maintain optimum production levels in safe manner through supervising panel officers, panel operators and field staff involved in monitoring and controlling equipment and process flows. Facilitate and support offshore operational requirements to ensure they are aligned with design and executed safely, on time, and within budget until handover to the permanent asset.
Reporting and Relationships	<div><div></div><ul style="list-style-type: none">Reports to [].Direct reports: [].<p>Internal</p><ul style="list-style-type: none">Frequent contact with Head of Operations, Operations Coordinator, and direct report Operators.Periodic contact with Safety Officer, Maintenance Senior Supervisors, Maintenance Foremen, Centre of Expertise Engineers, and Asset Surveillance Team.<p>External</p><ul style="list-style-type: none">Periodic contact with QatarEnergy, RLIC and/or interfaced operators as per defined communication protocol and wherever applicable</div>
Job Context & Major Challenge(s)	<p>The role is to supervise offshore operational activities in a designated asset or area within onshore operation in LNG plants, Sales Gas plants, Helium Plants, Refinery, Plant Utilities, CSP and Terminal Facilities. The challenge associated with the role involves: (1) Initiation of initial emergency response actions on incidents (2) Substantial operational knowledge in a wide range of processing units and continuous update on standing instructions (3) diversity of the role to overlook personal safety, process safety, people development, procedure compliance (4) motivate the team to conduct activities to the highest standards of safety and reliability.</p>
Financial Dimension	<ul style="list-style-type: none">As defined for this job level in the Delegation of Authority and/or approved budget.

Generic Accountabilities – All Employees

- Safety Health & Environment**

• Ensure all activities are undertaken in compliance with Company Safety, Health and Environment and Quality policies, regulations, and standards.
- Qatarization Program**

• Contribute to the development of Qatari employees. This accountability is a condition of employment for expatriate employees.
- Firewall Compliance**

• Ensure all activities undertaken comply with anti – trust and competition laws and the Company firewall policies and procedures.

Key Job Accountabilities	
	<div><div>1. Participate in the development and post-approval implementation of production procedures and practices. Conduct continuous reviews to identify potential enhancements.</div><div>2. Facilitate and support offshore operational requirements to ensure alignment with design specifications. Oversee the handover process to the permanent asset, ensuring all criteria are met.</div><div>3. Plan, allocate and supervise the activities of subordinate staff in an allocated area to ensure operational targets are met with quality. Participate in developing manpower plans for the deployment of staff and continually monitor progress and priorities, making necessary adjustments to meet changing needs.</div><div>4. Provide support in day-to-day maintenance planning and coordinate all activities to ensure equipment are in optimum operating condition and that downtime is kept to a minimum.</div><div>5. Facilitate work continuity and procedural compliance through authorising works, logging of offshore operational activities, ensuring availability of cost-effective levels of consumables and providing briefings. Ensure that operations are executed safely, on time, and within budget.</div><div>6. Conduct inspection and control of the work execution in all respect of the procedures, specifications, safety, and environmental protection. Perform safety and waste management (WM) site audit according to established process and ensure compliance.</div><div>7. Ensure required competencies of team members are met and identify training gaps, recommend, and implement training and development programs for Operators and Nationals on development program.</div><div>8. Act as Incident Controller during emergencies in allocated area, with responsibility for deciding on first-line intervention action. Communicate and provide incident briefings to company superiors, as appropriate.</div><div>9. Participate in Risk Based Work Selection (RBWS), Risk Screening, Re-HAZOP and Safety Cases to ensure a quality input to different risk management systems and processes.</div><div>10. Prepare regular reports and ad hoc line reports, providing up-to-date data and insights to facilitate decision-making and performance monitoring.</div></div>



Part B: Person Specification – Minimum Requirements

- Qualifications

 - Diploma graduate followed by a relevant vocational training programme.
- Knowledge and/or Experience

 - 8 years’ experience in the oil and gas sector. Substantial knowledge of all operational aspects of production equipment and control systems in the designated area.
- Technical and Business Skills

 - Ability to communicate effectively in written and spoken English.
 - Operational Technical Knowledge in the designated area of supervision.
 - Strong leadership skills.
 - Computer literate (MS Office Application).



Behavioural Competencies	SHE Understanding (4)	Quality/Quantity of Work (3)
	Ethics and Integrity (3)	Planning and Organizing (3)
	Trust and Empowerment (3)	Initiative/Commitment (3)
	Teamwork/Supporting Others (3)	Interpersonal Skills (4)
	Communication and Information Sharing (3)	Service Orientation (3)
	Innovation (2)	Problem Solving (3)
	Job Knowledge (3)	Supervising & Coaching Others (4)

Agreed by : Head of Compensation & Policy

Signature : __

Date : __

Agreed by : Human Resources Manager

Signature : __

Date : __

Agreed by : Department Manager

Signature : __

Date : __