

## Job Description

<b>Position:</b>	Engineering Supervisor	<b>Job Holder:</b>	TBC
<b>Reports To: (Position)</b>	CEO	<b>Location:</b>	Aberdeen, UK
<b>Prepared By:</b>	Justyna Putnins	<b>Date:</b>	14 May 2021

### Overall Purpose of the Job:

To provide engineering support to the organisation

### Principal Accountabilities:

1.	Contribute to strategic planning and development of the organisation
2.	Provide engineering support to the organisation
3.	Responsible for the preparation of engineering design and reviews
4.	Assist in the evaluation of product viability
5.	Record details of spares used during maintenance
6.	Ensure the relevant engineering processes are in place
7.	Custodian of all patent applications
8.	Responsible for the engineering and technical specification for new and existing products
9.	Develop numbering and quality control systems
10.	Adhere to company HSEQ policies and procedures

### Organisation:

<b>a) Immediate Supervisor(s)</b>	<b>Line: Function:</b>	CEO
<b>b) Other jobs reporting to the same supervisor:</b>	Operations Director, Finance Director, HR Manager, Senior Buyer, Onshore Services Manager, Business Development Manager, Senior QHSE Manager	
<b>c) Direct Reports:</b>	Design Engineers	

### Job Context and Main Activities:

Manage all aspects of the engineering function  
 Ensure compliance with correct Engineering requirements  
 Ensure new products are fully tested and peer reviewed  
 Ensure all patents are correctly managed and filled  
 Ensure the engineering department is sufficiently staffed for planned projects  
 Liaise with Clients on engineering projects  
 Ensure engineering policies and procedures are in place and adhered to

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### Financial Responsibilities and Approvals:

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### Relationships: (Who are the job holder's most important contacts and for what purpose?)

Other Unity Managers to ensure the engineering requirements are understood and resourced accordingly  
External suppliers, machine shops, etc  
Sales Manager to assist with client engineering requirements as necessary  
Legislative bodies to ensure we are working to the latest legislation  
Patent Lawyers to ensure we are applying and keeping patents effectively

### Job Challenges: (Identify the most complex or demanding aspects of the job)

Maintain the relevant systems, processes and procedures.  
Working with all departments to ensure business is supported.  
Staffing the department to ensure the requirements are met  
Evaluating the viability of potential products

### Job Knowledge and Experience: (Indicate only the *essential* background qualifications, education, skills *and* aptitudes, specialist training and experience necessary to perform the job competently)

Minimum 5 years relevant engineering experience  
Self-motivated and able to work under pressure  
Good team player with sound interpersonal skills  
Ability to provide engineering solutions to client problems  
Good written and verbal communication skills.  
Ability to prioritise conflicting workloads and work to deadlines

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### Health and Safety:

#### All Employees

The incumbent must:

- a) take reasonable care to prevent harm to themselves
- b) consider the potential for harm to others or the environment that may be caused by their acts or omissions
- c) work in accordance with information and training provided
- d) refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health, Safety and Environment reasons
- e) report any hazardous defects in plant, equipment and workplace, or shortcomings in the existing controls, to a responsible person without delay
- f) not undertake any task for which authorisation and/or training has not been given.

#### Responsibilities of Managers and Supervisors

The incumbent is responsible for ensuring that the HSE Management System is implemented within the operations under their control. The incumbent must actively monitor the workplace to ensure that acceptable standards are maintained. Where risks are identified the incumbent must ensure that these risks are controlled, so far as is reasonably practicable.

The incumbent's duties include:

- a) ensuring that employees, contractors and visitors are aware of relevant HSE procedures
- b) establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition: this includes the regular maintenance and servicing of equipment
- c) providing adequate training, information, instruction and supervision to ensure that work is conducted without harm to people or the environment
- d) taking immediate and appropriate steps to investigate and rectify any risks to people or the environment arising from the work activity
- e) bringing to the prompt attention of senior management any HSE issue that requires their attention
- f) ensuring that all incidents are properly recorded and reported and that an investigation is carried out to establish and rectify root causes
- g) actively participating in the HSE management system.

### Job Description Agreed By:

<b>Job Holder</b>		<b>Date:</b>	
<b>Manager</b>		<b>Date:</b>	