

JOB PROFILE
Project Engineer Senior
AKC-ENG-JD-001



Job Title	Project Engineer Senior
Location	AKCS Offices – Atlantic Place
Functional/Discipline Area	MMO / Engineering

Notes:

- The duties listed in this Job Profile are not an exhaustive list. All employees are expected to be flexible and undertake additional duties commensurate with the overall responsibilities of the Job.
- Only specific safety critical responsibilities are listed. However, all employees are required to work safely at all times.

E2	G. Murphy			J. Chafe		
E1						
Rev	Name	Signed	Date	Name	Signed	Date
	Approved (Line Manager)			Reviewed (HR Department)		

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JOB DESCRIPTION

Reporting to

Line Manager:	Lead Project Coordinator
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Supervisory Responsibilities

Line Manager of:	
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Objectives / Scope

- Support and co-ordinate large complex multi-discipline engineering work scopes and construction activities from initial concept to successful completion and closeout to ensure the required basis of design and scope of work is achieved in accordance with customer specifications and within schedule and budget limitations.
- Ensure that project execution proceeds according to plan and the activities and deliverables are appropriate.
- Manage complex projects in accordance with established company project execution model and milestones.
- Manage interfaces between the engineering design team, client operations and construction groups, vendors, etc. (i.e.) all groups with an impact on the project.
- Liaise with relevant client departments, vendors and AKCS personnel in project related matters.
- Act as the adjudicator / arbitrator / filter or instigator for all issues that imply a change to scope or plan.
- Monitor the plan and ensure that clashes, slippage and other concerns are anticipated and highlighted at the earliest opportunity and the appropriate persons identified to resolve issues.
- Responsible for ensuring project and company KPI goals are met and seek client approval for adjustment where applicable.
- Ensure Management of Change Processes are adhered to.

Main Responsibilities

- HSE considerations shall be an integrated element of all activities from planning and work preparation to ensure all activities are performed in a safe manner that does not threaten human life and health or damage the environment and material assets.
- Liaise with client to ensure scope definition is correct and understood by all relevant parties.
- Manage the overall execution of assigned projects from inception through to financial closeout.
- Responsible to work with all involved parties to prepare a realistic and agreed project execution plan.
- Responsible for interfacing with all groups involved in the project to ensure KPI targets are achieved.
- Responsible for management of project cost and schedule to ensure project execution is within budget and agreed milestones.
- Manage third party vendor(s) to ensure that they are aware of their work scope, schedule and cost reporting requirements.
- Change Management – responsible to capture and coordinate work scope changes including notification to client and processing of Change Request for formal approval.
- Ensure that contracts and requisitions are in place for all vendors used on projects.
- Act as a liaison between client, vendors and AKCS personnel in project related matters.
- Liaise with client risk analyst to organize PHA meetings.
- Identify potential opportunities and risks to project execution and work with involved parties to mitigate exposure.
- Perform work package, material requisition and vendor call-out reviews.
- Ensure that estimates are compiled in a manner that effectively captures identified work scope.
- Encourage effective communication across disciplines and companies as required to ensure projects are administered effectively.

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- Coordination of material, equipment and personnel movement for the project.
- Mentor junior and intermediate personnel.
- Provide coverage and support for Lead Project Co-ordinator as required.
- Provide project status updates to management.
- Chair project meetings to collect and disseminate information pertaining to projects.

HS&E Responsibilities

- Liaise with other team members and the HSE Manager to ensure that there are safe systems of work in place.
- Be aware all injuries, occupational illnesses, material losses and environmental damage incidents are preventable.
- Monitor the HSE performance of the team and keep focused on building and developing our pro-active measures to HS&E.
- Enhance our Management Systems to assist in the implementation of the Just Care philosophy.

COMPETENCE REQUIREMENTS

Qualifications

- Recognized Degree in Engineering or Engineering Technology Diploma.
- Minimum of 10 years relevant experience, or an equivalent combination of education and experience.

Specific Training / Specialist Skills

- Extensive knowledge of construction operations including engineering, construction technologies for large industrial projects.
- Knowledge of Company's established guidelines, procedures and practices related to engineering and construction methods for offshore work.
- In depth understanding of field of engineering and reciprocal effects of work upon other disciplines/fields.

Experience

- 10 years relevant technical experience.
- Demonstrated ability to exercise independent judgement in selecting and interpreting information, handling deviations from standard methods and resolving difficulties.

Personal Skills

- Working knowledge of planning and management control methods.
- Good communication skills at all levels within the organization including external clients.
- Capable of working in a team environment.