O&M advisor

* Lead and manage the clients Computer Based Training and Assessment (CBTA) programme. Actively contribute to key training and Competence duties including training and competence frameworks and data management.
* Monitoring of service provision, analysis of processes and data as well as continuous improvement of the service.
* Ensure that all the offshore activities are performed in safe environments.
* Perform HSE audit with HSE team as required.
* Support in case of Emergency Situation as an Advisor.
* Consult with Offshore and for short-term and Long-term solutions as required.
* Plan for Training, Perform CBTA, Assess Competency for High Position Trainees and Ensure that the Localization is achieved in accordance with the proposed plan.
* Report client management directly to address all kinds of important matters, events, issues, etc to be raised in offshore.

**Responsible for**:

* Responsible for cultivation of the HSE culture on the offshore platform.
* Responsible for supporting in case of emergency situations; liaise with offshore, report to client for status, support client to locate required materials, service, etc.
* Responsible for managing the delivery of services across multiple disciplines for an offshore facility.
* Promoting best practice and knowledge sharing across functions.
* Support the client through training and competence compliance, legislative and best practice industry standards.
* Lead the issue of the Training Matrices, Expiry reports, and general training and competence reports and key contract targets (KPI’s)
* Initiate Training and Competence audits, ensuring data integrity is to the highest standard
* Development and Maintenance of Competence reports.
* Supporting the maintenance of accurate and valid assessment & verification records; coordinating external verifier visits; auditing administration procedures.
* Training & Competence queries Focal Point for clients,
* Development and implementation of training & competence frameworks, input to standardization of procedures, ensure compliance with internal system and process audits
* Providing guidance, support for all levels.
* Arrange external training courses
* Managing succession plans
* Ensuring mentorship and CBTA milestones are met
* Participate and contribute to internal and external audits
* Develop the Standardization of processes and templates
* Lead data accuracy and the update processes to resolve issues at the root
* Manage projects to improve services or implement new services.
* Understand, communicate and contribute to projects being worked on by the wider team.
* Site visits including offshore