

THE EUROPEAN MARINE ENERGY CENTRE
JOB DESCRIPTION AND PERSON SPECIFICATION
OPERATIONS & MAINTENANCE MANAGER

Reports to: Operations & Technology Director

Purpose: To lead the Operations and Maintenance team, to ensure assets are fit for purpose, and to ensure all day-to-day operations are planned and executed safely and in accordance with requirements of EMEC's Integrated Management System (IMS) and policies.

Responsibilities

1. Lead the Operations and Maintenance team to ensure EMEC's sites are available for EMEC's customers use at all times. Management responsibility for all relevant supplier contracts, including tendering, award and follow on performance monitoring.
2. Manage on and off-site operations to ensure compliance with HS&E requirements liaising with the HSE Manager to build and continuously update health, safety and environmental procedures and reviews across operations and projects.
3. Operate the permit system to control all operations on sites both by customers and EMEC and ensure compliance with the IMS. Actively review, monitor and report on activities on site and upon the operation of the system.
4. Manage input of Operations and Maintenance staff into all areas of EMEC's business as required. Provide and manage the electrical input to EMEC's test and verification services.
5. Manage and maintain EMEC's assets through the operation of the asset management system in accordance with equipment, systems, facilities and infrastructure maintenance plans within agreed budget.
6. Propose and plan enhancements to EMEC's facilities in accordance with business strategy.
7. Organise, lead, and participate (when required) in the duty manager team for out-of-hours cover. Typical participation will be one week in four or five.
8. Provide technical support and guidance to Project Managers to ensure the delivery of EMEC's projects are to a high standard.
9. Ensure that the EMEC Integrated Management System is adhered to and assist the Quality Manager and others with identifying and progressing improvement

actions, supporting EMEC's accreditation by the UK Accreditation Service (UKAS) or other relevant body.

10. Monitor competence and efficiency of all relevant contracted technical services related to operations and support the overall management of these contracts.
11. As part of the Operations & Delivery Management Team, work closely and flexibly with the Operations and Technology Director and Projects and Technical Manager. As part of the Senior Management Team, assist the Exec Directors with the management of the Company.
12. From time to time, carry out other assignments which may differ from, or be additional to the above, as instructed by the Operations and Technology Director.

Reports: The post holder will have direct line management responsibility for the posts identified in the organisation chart.

Person Specification

Education:

Essential – Educated to degree level or equivalent in electrical, mechanical, marine, system engineering or similar.

Desirable – Further technical qualification. Formal H&S qualification.

Skills & Knowledge:

Essential – Electrical and/or process site experience. Project management experience and an active H&S background. A mature approach to handling contracted services and interfacing with clients is required. Ability to influence staff, particularly those not necessarily under the direct control of the Incumbent. Computer literate (general Microsoft PC software and hardware systems) and detailed knowledge of the capability and functions required for testing in a formal system.

Desirable – Naval, merchant marine or offshore operations and installation background knowledge. Understanding of running a 24/7 operation including the disciplinary and potential management issues involved.

Personal Attributes:

Essential – Team worker – able to participate, lead and direct team activities. Excellent communication skills with sufficient self-reliance to carry out complex tasks single-handed when necessary. Experience of, and ability to, initiate well directed actions under stressful conditions. Able to maintain a calm approach when placed under pressure. Actively manages conflict.

Desirable – Autonomy. The ability to act independently with confidence.

Experience:

Essential – 10-15 years of post-education work experience in the aspects included in the skills and knowledge or in a similar/related field. Demonstrable experience of the management of services, operations, and maintenance in a complex environment.

Desirable – Time served in electrical or process plant. Royal Navy or Merchant Marine or offshore in an appropriate capacity.

Special Conditions Associated with the Role

1. Deputises for the Operations & Technology Director in their absence at which times is fully responsible to the Managing Director for all operations and maintenance and testing activities within established policy limits.
2. Management responsibility for all relevant supplier contracts, including tendering, award and following on performance monitoring.