

# Role Profile

**Job Title Project & Operations Director**

**Location: Nigeria**

## **OVERVIEW OF ROLE**

All personnel are expected to contribute to creating a positive HSEQ culture within Nigerstar 7 and ensure familiarity with and adherence to local HSEQ codes and practices. All personnel are also expected to contribute to creating a culture of ethics and integrity within Nigerstar 7 and ensure familiarity with and adherence to our Code of Conduct.

## **SPECIFIC KEY RESPONSIBILITIES & ACTIVITIES**

- Responsible for the efficient, timely, accurate and cost effective management and delivery of all company's Operations, Project Delivery- Onshore & Offshore, Vessel Fleet, Offshore Personnel / Logistics Function for Region / Area of responsibility
- Ensures that Recruitment controls are exercised and approvals are in line with Company's Approvals Matrix
- Ensures accuracy and compliance of all data (manual and electronic)
- Maximises system(s) functionality to ensure delivery of accurate and timely management information
- Advises on Employee Relations issues
- Ensures that Offshore Personnel & Logistics policies, processes and systems in place are qualitative and accurate
- Controls Departmental Budget and contributes to Regional profit delivery
- Procures Offshore Personnel & Logistics Services
- Ensures that requirements of all Regional relevant employment legislation are recognised, implemented and met within area of responsibility
- Manages direct reports; develops self and encourages development of others
- Responsible for administration of Performance Management for staff appraisal, development and objective setting
- Continues to develop function in line with Regional Business objectives and Global goals and strategies
- All personnel are also expected to contribute to creating a culture of ethics and integrity within Nigerstar 7 and ensure familiarity with and adherence to our Code of Conduct.

### **AUTHORITY/DIMENSIONS**

- Operate within the Code of Conduct
- Operate according to Nigerstar 7's Management Principles

### **KEY RELATIONSHIPS/ STAKEHOLDERS**

#### **External**

- Clients
- Vendors
- Etc.

#### **Internal**

- Colleagues
- Managers
- Employees

### **PERSON SPECIFICATION**

- Additional qualifications from a professional body are desirable.
- Affiliation/member with nationally recognized professional body; if applicable
- Degree/Qualification in related course or other equivalent experience, plus minimum of 15+ years relevant working experience in Oil & Gas (Construction, Engineering, Offshore sectors etc.) or relevant sectors
- Pro-active and positive to changes and challenges
- Pro-active and open in communication with all interfacing parties.
- Demonstrate a good level of initiative
- Team oriented and performance driven
- Upholds Nigerstar 7's core values and reputation both internally and externally: Safety, Integrity, Innovation, Performance and Collaboration.