

## Job Description

JD0121 PBS Competence Assessor (rev00)

### Service Title

**COMPETENCE ASSESSOR**

### Service Dimension

Reports Hierarchically to: Training & Competence Manager

### Activities

<i>A: MINOR or OCCASIONAL – B: IMPORTANT or FREQUENT – C: ESSENTIAL or REGULAR</i>	A	B	C
1. Demonstrate, support and enforce the PBS safety culture program and HSE project objectives and directives	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Build and maintain strong and trusted relationships with internal and external stakeholders of the business	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Actively contribute to the delivery of the Competency strategy for the consortium, upholding PBS initiatives and values	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Be an advocate of continuous improvement throughout the consortium, continually reviewing and streamlining processes to ensure they are efficient, fit for purpose, legally compliant and in line with business and industry standards and requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Lead, manage and assess all employees within area of responsibility in line with Company requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Focal point for all Competency matters within area of responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Develop and maintain competency matrices for all PBS employees, ensuring all company and client competence requirements are achieved	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Contribute to developing and retaining motivated and competent people, and to assuring the safe delivery of services by competent personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Drive, monitor and report on mandatory competence compliance progress and KPIs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Provide the business with support and advice on competence matters	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Co-ordinate, drive and support competence programmes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. Support internal and external competence assurance activities, competence assessing (onboard and remotely), including audits	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. Monitor and manage exceptions and deviations to mandatory requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14. Promote and maintain the Competence Management Systems, ensuring data is processed in line with GDPR requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15. Conduct one-to-one competence interviews where necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Conduct regular offshore and site visits	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Any other duties as directed by the Training & Competence Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Context and Environment

PBS is a consortium of the companies PONTICELLI, BRAND and SEMCO.

### Accountabilities

The Competence Assessor is responsible for:

- Driving and assessing the competence of all employees within area of responsibility in line with company, client and industry standard requirements
- Ensuring Multiskilling and Upskilling is maintained through the effective co-ordination and management of all competence programmes
- Co-ordinating key learning, development and competence projects, supporting PBS through compliance, legislative, best practice industry standards and specific client requirements
- Promoting the development of the company competence management system programme in accordance with the multi-skilling and upskilling strategy
- Implementing competence management system, promoting industry best practice guidance, observing and coaching individuals as required
- Supporting the workforce and verifiers through the competence management programme and supporting the workforce through competence assessments and verification, involving offshore visits as required

- Prepare and issue training matrices, expiry reports, general training and competence reports and key performance indicators (KPI's) ensuring progression in accordance with agreed priorities and company KPI's
- Establish and conduct gap analysis of present and new workforce in line with the competence management systems

### Qualifications/Experience Required

Professional Experience (years): 5

Experience in similar position (years): minimum 3 Electrical & Instrument experience or Mechanical Ops Experience

Level / Diploma: Vocational Qualification Assessor

Languages: English

Training / Certification: Preferably training to go Offshore (BOSIET).

Required competencies (*degree of mastery: 1 : weak - 2 : medium - 3 : good - 4 : excellent*)

Technical competencies required	1	2	3	4	Others	1	2	3	4
Understanding of legislation in relation to Competence & GDPR				X	Strong communication skills, internal or external				X
Strong competence experience, ideally gained in an Oil & Gas environment			X		Problem solver that is curious in their approach				X
Clear understanding of technical disciplines and associated competencies				X	Ability to prioritise and organize high demanding work volumes within a fast paced environment			X	
Knowledge of applicable regulatory framework and associated legislation				X	Team Player			X	
Advanced level of competence in the application of standards, processes and procedures and how they work in execution				X	Coaching skills (assessor)				X
Understanding of Connected Competence			X		High attention to detail				X