



# Training Competence Coordinator

**Job Type:** Full-time, Permanent  
**Location:** Aberdeen

PBS (Ponticelli UK) are looking for Training Competence Coordinator, this role is responsible for maintaining and updating the competence matrix and training requirements for all PBS personnel. Ensuring that all required training is executed in a timely manner at the optimum cost.

## Details/duties:

- Established Ponticelli UK policies
- Develop and maintain competency & training matrix for all PBS employees
- Liaise with consortium members HR training and competencies department
- Ensure all required training requirements are identified and implemented
- Continuously follow up on training facilities and ensure best prices
- Liaise with client training department

## Qualifications/Experience required:

- Proven work experience in a similar role within Oil & Gas
- CIPD Level 3 minimum
- Exceptional communication skills, internal and external
- Understanding of legislation related to training requirements
- Well established network within the training sector
- HR experience ideally gained in an Oil & Gas environment
- Training / Certification: Preferably training to go Offshore (BOSIET)
- Ability to prioritise and organize high demanding work volumes within a fast-paced environment
- Interactive and approachable Team Player
- Skills in working with people in training departments
- HSE Awareness

Should you wish to apply for the above role, please send a copy of your CV to:

[recruitmentpbs@pbs-offshore.com](mailto:recruitmentpbs@pbs-offshore.com)

Subject header: Training Competence Coordinator

Closing date: 24<sup>th</sup> March 2023

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