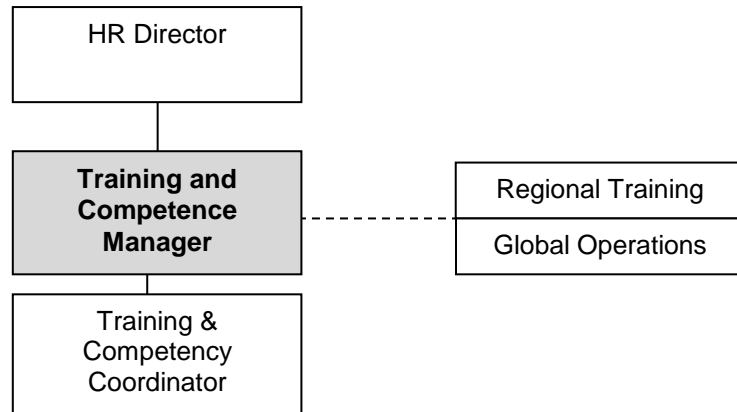


JOB DESCRIPTION

1. Position: **Training and Competence Manager**

2. Reporting Relationships:



3. Job Purpose:

To lead and manage the delivery of the Training & Competence Systems across the Company's global operations. To oversee the identification, organisation, delivery and management of all training and technical competency requirements for TWMA personnel. Provide regular compliance reporting to the business that creates transparent progress on compliance.

4. Key Responsibilities:

4.1 Competence Management System Development and Implementation:

- Ensure the successful delivery of Competence Management across the Company, globally.
- Develop / maintain accurate and up-to-date competence standards in alignment with IADC for each technical job function within the company.
- Develop / maintain management system procedures for the Competence Management System, in accordance with ISO9001 requirements and other applicable standards e.g. OPITO, HSE etc.
- Generate standard competence matrixes or other methods of demonstrating the competence compliance of TWMA's employees.
- Communicate and implement the Competence Management System to all employees.
- Regularly verify competence assessments.
- Oversee the management and regular recording of competence assessment details.
- Source/develop internal and external training courses to progress individual competencies and skills.
- Provide information, instruction and training to Company competence assessors e.g. Line Managers, Senior Lead Engineers etc.

4.2 Management of Company Training Requirements:

- Oversee the management and organisation of the training procedures, with a particular focus on technical and safety training for offshore personnel.
- Support the identification, development and delivery of appropriate training as required, including refresher training e.g. manual handling, risk assessment, etc.
- Support the Company through training and competence compliance audits, ensuring achievement of client,



- legislative and best practice industry standards.
- Contribute the training and competence elements of tender submissions.
- Where internal training is not suitable, identify suitable external training providers and evaluate course content(s) to ensure TWMA/Legislative needs are met (working with providers to adapt content if required).
- With line managers, identify individual training and development needs of TWMA personnel (e.g. functional skills, “soft” skills, management development) and determine appropriate methods to deliver such training and development.
- Research and audit training providers.
- Develop and manage an annual training plan.
- Develop and manage a system to ensure that training delivery is adequately managed and tracked, including refresher training.

- 4.3 Prepare management/performance reports:**
- Prepare training reports on training delivered.
 - Maintain an overview of training costs.
 - Assist in the preparation of training reports for senior management and board members.
 - Regularly report progress and actions to the HR Director.

- 4.4 HSE Requirements**
- Manage and maintain high awareness level in respect of HSE targets and objectives.
 - Liaise with HSE to ensure HSE targets and objectives are met.
 - Ensure compliance with all TWMA, client, job specific and regulatory procedures / legislation.

- 4.5 Management of People**
- Manage and direct Training & Competence Coordinator
 - Manage third party trainers

- 4.6 Comply with Procedures:**
- Ensure all operations comply with the Company and Client operating policies and procedures.
 - Ensure all operations comply with the Company Health and Safety policy as defined in the Company handbook.
 - Be aware of company conditions of employment as detailed in the Employee Handbook.
 - Keep up to date with other current legislation, legal requirements and regulations that apply to the company.

This is not an exhaustive list of duties but it is expected that you will carry out all duties to assist the efficient and safe operation of the allocated tasks and the operation of the site.

This is to certify that I understand all that is expected of me in this job description.

Signed:.....

Date:.....

PLEASE RETURN A SIGNED COPY