

| SICCAR POINT ENERGY JOB DESCRIPTION |   |
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| <b>Job Title:</b>                   | SPE Wells Interface & Assurance Coordinator |
| <b>Department:</b>                  | Drilling and Wells                          |
| <b>Location:</b>                    | Aberdeen Office                             |
| <b>Position Reports To:</b>         | Wells Manager and HSE Manager               |

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| <b>Job Purpose Summary and Scope</b> | <p>The role will act as SPE focal point on all wells for interface management, compliance and performance assurance. This will act internally to SPE and externally, specifically with the appointed 3<sup>rd</sup> party Well Operator and the Integrated Services Contractor.</p> <p>The primary purpose of the role therefore is to provide assurance to the SPE operations management team and the SPE leadership team that all compliance and performance aspects of any given well are being properly managed and that all interfaces are identified and acting cohesively to avoid gaps or overlaps in responsibilities or deliverables.</p> <p>The role will report to both Wells Manager and HSE Manager and will cover a number of assets including the Cambo Development Program and our exploration portfolio.</p> |
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| <b>Primary Responsibilities</b> | <ul style="list-style-type: none"> <li>Ensures SPE teams are working to company standards and processes robustly and consistently across all wells and are using the SPE HSEMS as the basis for this</li> <li>Coordinates the interfaces across internal and external teams by identifying and mapping critical interfaces and monitoring delivery of key components or hand-off in responsibility from one to another</li> <li>Assures the Well Operator is complying with their own management system, as well as applicable regulations, at both process and implementation level, including offshore</li> <li>Assures the Well Services Contractor is complying with their own management system, as well as applicable regulations, at both process and implementation level, including offshore</li> <li>Coordinates the identification and management of mission critical risks and ensures that appropriate avoidance, control and mitigation measures are in place and working throughout the entire period of exposure. This includes mapping key risks to inspection and audit plans</li> <li>Undertakes compliance and performance audits both onshore and offshore</li> <li>Takes a key role in assuring delivery of quality and reliability in all wells</li> <li>Takes a key role in monitoring and assessing the Well Operator rig intake programme (effectiveness and progress vs. plan) and readiness to be inspected and start operations</li> <li>Works with SPE appointed independent assurance and performance coaches to frame and deliver focused programmes for rig intake and well delivery</li> <li>Manages Well Operator assurance programme(s) e.g. Reg 5 audits</li> </ul> |
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| <b>Discipline Specific Responsibilities</b> | <ul style="list-style-type: none"> <li>Creates and maintains interface plans, registers and other related control tools</li> <li>Creates and maintains risk-based audit plans, registers and other related control tools</li> <li>Creates and maintains a weekly dashboard update of compliance and performance status and actions</li> <li>Creates and maintains a mirrored view of well major accident and environmental hazards for SPE to track against independent of the Well Operator (i.e. assuring their focus and delivery in this area specifically)</li> <li>Develops relationships with key Well Operator and Integrated Services Contractor personnel to build integrated plans for performance enhancement and monitoring / auditing compliance</li> </ul> |
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|  | <ul style="list-style-type: none"> <li>• Participates in after action reviews and lessons learned workshops and ensure lessons learnt are used effectively</li> </ul> |
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| <b>Qualifications and Experience required</b> | <ul style="list-style-type: none"> <li>• Previous experience of working in a team environment with HSE and technical (e.g. Well Engineering, Engineering and operational) professionals</li> <li>• Excellent knowledge of risk management, and compliance requirements</li> <li>• Certified auditor and preferably with demonstrable experience in a technical safety or regulated engineering environment</li> <li>• Experience in systems-based tools and methods for performance monitoring and improvement</li> <li>• Experience of current UK offshore Regulatory regime and working with Regulators (HSE / BEIS) including a good working knowledge of current UKCS HSE legislation</li> <li>• Excellent written and oral communication skills.</li> <li>• Educated to degree or postgraduate level in engineering</li> <li>• At least 5 years in technical / process safety in oil &amp; gas or petrochemical industry</li> <li>• Current BOSIET or FOSIET certification</li> <li>• Current Offshore Medical</li> </ul> |
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| <b>HSE Requirements</b> | <ul style="list-style-type: none"> <li>• Will comply with all company policies and with the requirements of the HSEQ Management System</li> <li>• Will demonstrate personal commitment to the company's HSEQ policy and statement.</li> <li>• Will demonstrate positive personal safety behaviours at all times</li> <li>• Knows and understands expectations as detailed in the company's HSEQ Management System</li> <li>• Strong understanding of process safety in theory and application</li> <li>• Demonstrates leading behaviours in HSE management</li> </ul> |
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| <b>Job Holder Name</b>        |  | <b>Line Manager Name</b>      |  |
| <b>Job Holder Signature:-</b> |  | <b>Line Manager Signature</b> |  |
| <b>Date Signed:-</b>          |  | <b>Date Signed</b>            |  |