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| **RESPONSIBLE TO** | Projects Manager |
| **LOCATION (s)** | The Company operates on 24-hour basis 365 days of the year and so there will be a requirement to respond at short notice and weekend working may be required.  |
| **JOB TYPE**  | Operational |

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| **JOB PURPOSE** |
| As an Associate Project Engineer, you will support the various stages of development for projects and prepare procedures and complete reports to ensure the progression and efficiency of each project. Together with the team of Project Engineers, you will get involved at every level of the project from proposals to operations with the expectation to attend client sites both on and offshore.  |

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| **RESPONSIBILITIES** |
| * Assist in the technical set up and operation of each project.
* Assist in the preparation and correspondence of the construction and environmental method statements, and other documentation as required (i.e., contracts).
* Assist in undertaking investigations as required.
* Assist in the preparation of technical specifications, calculations and designs for CAD documentation.
* Support with the interpretation of customers’ technical specifications, supporting all technical and commercial aspects of projects.
* Assist with the design and document of civil and structural components of a project.
* Evaluate, organise and prioritise work within the overall project schedule and client requirements.
* Attend, contribute and chair project meetings and note take when required.
* Manage the mechanisms for progress monitoring and report against project plan, implementing corrective action, as and when variations from plans occur.
* Assist with the management of costs and schedules to ensure it is within agreed budgets/timescales.
* Assist in the preparation of daily progress reports whilst offshore (i.e., grouting, client etc).
* Support the liaison and management of third-party contractors to ensure equipment is fit for purpose.
* Support the justifications for contractual variations during projects to ensure they are maintained to support subsequent commercial claims.
* Interpret clients' requirements, identifying and addressing design parameters and engineering problems and ensure solutions are implemented.
* Assist in providing supervision for the grouting operations, including mechanics and technicians on and offshore.
* Assist with the management of expedition of subcontractors.
* Produce timesheets in a timeously manner as well as ensuring the accurate recording of hours whilst offshore.
* Support the reviews and assist with the resolution of any issues that may arise from the project engineering reviews.
* Know, understand, communicate and ensure compliance with the safety regulations (Occupational Health and Safety Regulation and Code) and safety policies and procedure whilst on and offshore.
* Support the project deliverables meet established quality standards, performing regular inspections and tests, as necessary. Support the monitoring of project budgets and resource allocations, ensuring efficient use of materials, personnel, and finances to achieve project goals within the specified cost constraints.

*The above list is not exhaustive, and you may be asked to undertake Ad hoc tasks to build your skillset, support the business or gain more knowledge.* |

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| **DIRECT REPORTS / TEAM** |
| None |

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| **REQUIRED EXPERIENCE** |
| Skills required: * Excellent understanding of Human Factors and the part they play in incident prevention.
* A thorough understanding of behavioural based safety systems.
* Proactive, able to work autonomously within tight timescales managing multi-disciplined projects/tasks.
* Able to drive engineering projects through to completion.
* Computer literate and understanding of Microsoft and IT packages.
* Excellent communication skills both written and verbal.
* Strong problem solver with a solution orientated approach.
* Be able to take initiative and drive things forward.

Behaviours: * Ability to work alone or as part of a team.
* Good communication and inter-personal skills.
* Strong organisational and administrative skills.
* Strong supporter equality, diversity and inclusion.
* Must be adaptable and willing to travel.
* Personable and able to communicate at all levels.
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| **QUALIFICATIONS & EXPERIENCE** |
| * MEng or BEng in Mechanical or Civil Engineering.
* Must have a full U.K. driving Licence.
* Basic Pro Engineer / CAD Training (desirable).
* Previous experience working within an offshore organisation (desirable).
* OGUK Medicals (training can be provided).
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| **FoundOcean are committed to creating a diverse workforce and are proud to be an equal opportunities employer.** |