



**Position Description:**

Position Title:	<b>HEAD OF OPERATIONS SUPPORT</b>	Directorate:	Operations
Department:	Operations Support	Location:	Head Office
Section:	Operations Support	Job Level:	Middle Management
Reports to:	Operations SUPPORT MANAGER	Subordinates (Direct/Indirect):	1+

**Job Purpose:**

Head of Operations Support is responsible for providing technical and operational support to the regional teams. Support Operations Management Team in reviewing and in preparations of operations related policies, standards, reference documents, standing instructions etc. Suggest and implement operational improvements in Compressor Stations, GSS's and pipelines. Participate in technical reviews, Design, HAZOP, SAT, FAT and other meetings as warranted. Coordinate with projects and engineering departments during the development of new projects until handover after commissioning. Represent operations in the debottlenecking and optimization studies.

**Qualifications, Skills and Experience:**

Qualifications:	Degree in relevant engineering discipline.
Experience:	Minimum 7 years of Oil and Gas related experience of which a minimum of 5 years related to operation and maintenance of gas pipelines and systems.
General Skills:	<ol style="list-style-type: none"><li>1. Strong familiarity of gas pipeline, facilities operating, maintenance philosophies, and practices.</li><li>2. Fully competent at budgeting, estimating and working with contracts and sub-contractors.</li><li>3. Strong ability to mentor, train and relationship build.</li><li>4. Strong interpersonal and communication skills.</li><li>5. Self-motivated and an enthusiastic team player capable of completing tasks in a group environment.</li><li>6. Strong, positive attitude towards Quality, Health, Safety and Environmental management.</li><li>7. Highly developed language skills in written and spoken Arabic and English.</li><li>8. Possess a valid Omani driver's license.</li><li>9. Through knowledge of schedule, monitor, evaluate and controls of FCPs / MOC registry.</li></ol>



**Key Responsibilities:**

1. Review the existing operation policies, standards, procedures, guidelines, instructions and suggests improvements.
2. Prepare new operation policies, standards, procedures, guidelines when required.
3. Process Safety and HSE standers , PTW Practice
4. Establish and direct all company operations activities in the region.
5. Participate in technical reviews, Design, HAZOP, SAT, FAT and other meetings as required.
6. Coordinate with projects and engineering departments during the development of new projects until commissioning and final handover.
7. Provide support to regional teams on operation issues.
8. Ensure operations and maintenance at all facilities in the region are in accordance with laws and regulations of the Government of Oman, rules and regulations of the Ministry of Oil and Gas, recognized industry standards and established Quality and HSE procedures & policies.
9. Ensure public safety and gas deliverability by maintaining the functionality and integrity of the company's facilities.
10. Control activities of operations to be within established budgets.
11. Assist in preparation of annual operations and maintenance budget.
12. Ensure that records systems, engineering drawings, operations, and maintenance databases are kept updated.
13. Constantly review facilities and operations for improvements in operability, reliability, safety and integrity and provide written feedback to the Operations Management Team.
14. Resolve any operations and maintenance issues and concerns with customers, service and supply companies, sub-contractors and the public at large.
15. Support Operations Management Team and provide leadership, mentoring and training to staff.
16. Provide support for any emergency response.
17. Carry out regular audits in facilities and identify areas of improvement.
18. Direct responsible for all FCPs, work as facilitator, follow up with FCP owners, send reminders, and ensure closing out FCPs.
19. Ensure delivery of FCP on time and agreed quality with due account to HSE aspects.
20. Maintain a high standard database for all registered FCPs for reviewing; implementing, completing all received FCPs and ensure closing them on time within the yearly-approved FCP budget.
21. Coordinate between different departments for project handover to operations and follow up punch list with project for close out.
22. Assist OSM to review the Maintenance Craft Procedures for all operation disciplines and ensure they are updated.
23. Facilitate specialized support for effective, safe and reliable design, development and operation of the pipeline system and facilities.
24. Carry out hydraulic studies of GTF and provide support to other departments on process works.
25. Develop standards drawings for effective and efficient way of protecting and operating the GTF.
26. Responsible for operation management of change.
27. Responsible for Override register.
28. Review of project related documents, update/revision of existing documents, developing temporary operating procedures, operations engineering calculations, support Design Review, Hazop, IPF, Prestartup audits, Precommissioning, Commissioning, Isolation, De-isolation, Decommissioning etc.
29. Any other duties as assigned and where indicated in the IMS Documentation System