

Site Manager - Fraserburgh

Moray Offshore Windfarm East intends to build a Marine Base in Fraserburgh Port from where the construction works of the Wind Farm will be coordinated.

Based at the Marine Base, the Site Manager shall ensure that different construction services required during the offshore construction works are provided and coordinated. These construction services cover a wide variety of activities and all aim to support the construction contractors at the offshore site in the Moray Firth area.

Reporting to the Moray East Interfaces and Construction Services Manager, the Site Manager will be mainly based in the Marine Base in Fraserburgh ensuring the activity at the port is coordinated so services are provided in due time according to the high quality standards of the Project.

Main Accountabilities:

During the first stage, the Site Manager shall support the Interface and Construction Services Manager in the delivery of the Marine Base as follows:

- Support the Interfaces and Construction Services Manager in building the Marine Base located in Fraserburgh through the definition of specification requirements and site management of the facilities construction works.
- Oversee all QHSE on site ensuring the construction contractor complies with Principal Contractor duties as per CDM 2015 regulations.
- Monitor construction works ensuring progress is achieved according to programme.
- Provide Daily Progress Report.
- Attend regular site and contract progress meetings throughout the contract.
- Attend internal weekly contract meetings.
- Liaise with the Fraserburgh Port authorities and other local stakeholders for site management purposes.
- Contact and coordinate local supply chain contractors when necessary.
- Carry out inspections of finished works and sign off ready for client inspection.
- When requested, support the follow up of works on the WTG pre-assembly port in Invergordon.

During the second stage, the Site Manager shall be in charge of the site management of the project, working from the Marine Base during the period of the offshore construction works:

- Working with the project management team, develop and roll out the site rules and permitting processes associated with the Marine Base and offshore site.
- Support as the Interfaces and Construction Services Manager in delivering all the construction services needed at the Marine Base.
- Oversee all QHSE on site ensuring compliance of the Principal Contractor duties as per CDM 2015 regulations.
- Carry out site inductions and conduct toolbox talks on various topics.
- Liaise with the Fraserburgh Port authorities and other local stakeholders for site management purposes.
- Working with the Marine Coordinators and manage the Permit to Work coordinators as well as supporting in the coordination of offshore works at the Moray East Wind Farm.
- Manage the Marine Base Facilities Manager ensuring the site is in suitable condition for all works to be undertaken there.
- Coordinate with Moray East HSE representatives at the Marine Base to ensure there is adequate monitoring of and support to the works being performed at the Marine Base and on the offshore site.
- Ensure crew transfers are properly scheduled having all vessels, equipment, vessel crew, etc are available for that purpose.
- Ensure Client CTVs are available for the day by day activities planned.

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- Coordinate Guard Vessels and respond to their site management related requests.
- Contact and coordinate local supply chain contractors like fuel suppliers, repair works, etc. for the different services needed during the offshore construction works.
- Attend to vessel assurance audits when necessary together with the HSE representatives and/or the Marine Warranty Surveyors.
- Carry out inspections of finished works and sign off ready for client inspection.
- Where required, review construction documentation such as risk assessments and method statements produced by the project's construction contractors.
- Monitor daily progress reports produced by the project's site and vessel representatives.
- Chair daily project progress calls attended by site representatives.
- Working with the site representatives and project management team, resolve construction coordination issues at the Marine Base and offshore site.
- Attend other regular site and contract progress meetings throughout the contract as required.
- Any other tasks not specifically described here but needed for the due delivery of the construction services.

Required Professional/Academic Experience:

- A minimum of 5 years' experience in a comparable role is required.
- Experience in Ports and Offshore Site Management is required.
- Experience in the development and implementation of site rules and permitting processes is desired.
- Previous knowledge/experience of offshore wind farm construction is desirable.

Required Knowledge:

- Site Management
- HSE CDM 2015 Regulations
- Principal Contractor duties
- Facilities Management
- Offshore construction
- Vessel Assurance
- Permit to Work
- Marine Coordination
- Toolbox talks

Other Requirements:

- Ability to communicate across all levels of an international organisation; ability to interact with suppliers, meet deadlines, work within approved budgets and can demonstrate strong optimisation skills; full driving license.
- This role is located in Fraserburgh, and includes travel to the supplier's facilities and offices. Initially, this role will be temporarily based in Edinburgh at the start of the contract. The role will involve working weekends on a rota basis and call out.
- Ability to travel at short notice and for extended periods

To apply or for more information, please email your CV and covering letter, outlining your motivations and relevant experience to date to: recruitment@morayeast.com