

## ROLE DESCRIPTION

<b>Job Role:</b>	Field Maintenance Supervisor (Field Maintenance Specialist)	
<b>Job Level:</b>	<b>Work Location:</b>	<b>Department:</b>
HBR Grade:	Indonesia	Tuna Asset
<b>Purpose of Role:</b>	<ul style="list-style-type: none"> <li>A key member of the Tuna Asset Operations &amp; Maintenance (O&amp;M) team, reporting directly to the OIM, responsible for leading and overseeing offshore supervision of the Tuna FPSO Contractor and their Tuna Field maintenance team, driving their compliance with legislation and HBRs policies, process' and procedures, including safe and daily application offshore maintenance activities including annual campaign maintenance in compliance with the Tuna HSES Management Systems whilst ensuring maintenance targets achievement. During pre-production phase, responsible for development and enhancement of an integrated Computerised Maintenance Management System (across the FPSO and Fixed Infrastructure) drawing on FPSO Contractor's and HBR's existing systems including delivery of maintenance manuals, maintenance procedures and roll out programs whilst ensuring training is carried out.</li> </ul> <p>This position will be on a direct contract with HBR basis, with potential for future conversion to staff based on performance.</p>	
<b>MAE*/MATTE* and HSE* Critical Responsibilities:</b>	<ul style="list-style-type: none"> <li>Outline the HSE/Safety Critical responsibilities of the role</li> <li>Ensure that all activities are carried out in a safe manner complying with all regulatory requirements, legislation and Harbour Energy HSEQ procedures</li> </ul>	
<b>Employment Status</b>	Employee Fixed Term National (Indonesian)	
<b>Key Personal Attributes:</b> (Refer to Appendix 1 for guide. Select top 5 as appropriate.)	<input type="checkbox"/> Communication and Influence <input type="checkbox"/> Accountability, Decision Making and Judgement <input checked="" type="checkbox"/> Teamwork <input checked="" type="checkbox"/> Leadership and Supervision <input type="checkbox"/> Coaching	<input checked="" type="checkbox"/> Adaptability/Flexibility <input type="checkbox"/> Conflict Prevention <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Results Orientation <input type="checkbox"/> Promotes Harbour Energy's Core Values and Business Principles
<b>Critical Skills* Qualifications Experience, etc.:</b> (* Indicate either preferred or essential.)	<ul style="list-style-type: none"> <li>Qualifications :             <ul style="list-style-type: none"> <li>o Bachelor degree majoring in Engineering (Mechanical, Instrumentation, Electrical).</li> <li>o Valid TBOSIET and / or BOSIET / Offshore FTW certification / Firefighting training certificate, preferably at advanced level.</li> <li>o Valid field maintenance supervisor international certification.</li> </ul> </li> <li>Experience :             <ul style="list-style-type: none"> <li>o Extensive working experience in offshore maintenance in the oil and gas industry with a proven track record of client working experience offshore at a supervisory level on a Contractor provided FPSO.</li> <li>o Must have competence, experience and exposure to integration projects with FPSO community with demonstrable delivery of targets both pre-production and during production phases.</li> <li>o Must have demonstrable maintenance experience and competence in pre-production and production phases across wells, wellhead platforms, SURF, pipelines and FPSOs.</li> <li>o Must have demonstrable experience in writing, reviewing and integrating maintenance manuals, procedures and roll out programs.</li> <li>o Must have demonstrable competence in operating and developing Computerised Maintenance Management Systems.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Critical skills :           <ul style="list-style-type: none"> <li>○ Key personal attributes shall include demonstrable ability to communicate, influence, lead, supervise, coach, whilst candidates should be flexible, results orientated and be able to promote HBR's core values and business principles.</li> <li>○ In-depth knowledge of offshore maintenance operations, QHSES including application of Permit to Work process, offshore best practices and regulations.</li> <li>○ Possess good knowledge of maintenance systems, activities, processes and procedures project management systems, quality and technical assurance systems, change management, and waiver/query management.</li> <li>○ Possess in-depth knowledge on safety procedures and regulations, emergency and survival techniques and procedures.</li> <li>○ Fluent in English (written and spoken).</li> <li>○ Proficient in MS Office and other computerised maintenance management system tools/software (including ability to understand interface between FPSO Contractor and HBR systems and guide interface development).</li> </ul> </li> </ul>			
<b>Reports to:</b>	<ul style="list-style-type: none"> <li>• Head of Offshore Production Facilities</li> </ul>			
<b>Signatures:</b> (Print form, sign and date.)				
	Employee Signature	Date	Manager Signature	Click or tap to enter a date. Date
<b>* Abbreviations:</b> HSE      Health, Safety and Environment MAE      Major Accident Event MATTE    Major Accident to the Environment				
<b>Last Reviewed or Updated:</b>	Click or tap to enter a date. Date			

## APPENDIX 1 KEY PERSONAL ATTRIBUTES

### COMMUNICATION AND INFLUENCE

Understands the value of clear, well thought out communication and active listening, coupled with honest and respectful responses to achieve positive outcomes and maintain productive relationships.

### ACCOUNTABILITY, DECISION MAKING AND JUDGEMENT

Understands that part of business success is a result of individual and collective decision-making, based on sound judgement, competency and integrity.

Willing to accept responsibility for their actions and executes work in an honest and respectful way that materially influences how Harbour Energy and its employees are perceived by stakeholders.

Recognises the importance of fact over opinion and that the best solution may not always be the most obvious.

### TEAMWORK

As a team member, displays a consultative, non-territorial and collegiate approach that promotes trust and support.

As a manager, recognises that caring passionately about the welfare and wellbeing of their people as much as the business itself delivers and sustains a positive team dynamic, commitment, team spirit, pride, trust and group identity.

### LEADERSHIP AND SUPERVISION

As a leader, develops a broad understanding of Harbour Energy's Core Values and Business Principles. Recognises opportunities and threats, industry trends, emerging technology and displays initiative, energy and commitment in carrying out Harbour Energy's Core Values through inspiration, an active coaching style utilising appropriate resources and a safe proactive culture.

As a supervisor, has clarity of purpose to successfully influence and focus the team on the safe achievement of the planned objective utilising effective planning and appropriate resources.

Ensures that the right information is provided at the right time to promote excellent decision making; takes advantage of the collective expertise of team members to undertake and deliver the work; encourages knowledge exchange within the team; helps decide where to invest critical resources; links long-range visions and concepts to daily work tasks.

### COACHING

Recognises and supports the notion that 'their success is my success' and that investing in coaching time is advantageous for both Harbour Energy and the development of individuals.

### CONFLICT PREVENTION

Takes proactive and timely steps to prevent situations that could otherwise result in unnecessary confrontations and negatively affect the ability to work together in a positive and constructive manner.

### ADAPTABILITY/FLEXIBILITY

Copes under pressure and views adaptability and flexibility as positive attributes

### PROBLEM SOLVING

Possesses the ability to carefully and systematically tackle a problem in a timely fashion, utilising a logical approach to deliver a safe and economical outcome.

### RESULTS ORIENTATION

Takes active responsibility for the achievement of collective and personal goals and objectives within agreed timeframes within the framework of Harbour Energy's Core Values and Business Principles.

### PROMOTES HARBOUR ENERGY'S CORE VALUES AND BUSINESS PRINCIPLES

Understands and actively promotes Harbour Energy's Core Values and Business Principles in all aspects of their professional life.

## ROLE EVALUATION ADDITIONAL DETAILS

<b>Job Role:</b>	Field Maintenance Supervisor (Field Maintenance Specialist)
<b>Role Description Identification Number</b>	Click or tap here to enter text.
<b>Major Challenges:</b> This considers the impact of the role on the organisation, the extent of the difficult decisions required, the level of innovation and complexity of communications associated with the role.	<ul style="list-style-type: none"> <li>Click or tap here to enter text</li> </ul>
<b>Financial Accountability:</b> e.g. Opex/Capex, Budgets, Production, DOA etc. the role is responsible for. The quantifiable data should be based on broad numerical values & not detail the annual targets of the role.	<ul style="list-style-type: none"> <li>Click or tap here to enter text</li> </ul>
<b>Management Relationships:</b> Including number of internal direct/indirect reports, external relationships, functional reporting relationships, relevant peers the role interacts with.	<ul style="list-style-type: none"> <li>Click or tap here to enter text</li> </ul>
<b>Any Additional Role Requirements:</b> Add any other information relevant to the role not captured above	<ul style="list-style-type: none"> <li>Click or tap here to enter text</li> </ul>
<b>Last Reviewed or Updated:</b>	Click or tap to enter a date. Date