

JOB DESCRIPTION

JOB DETAILS			
Job Title:	Business Adviser	Location	Aberdeen
Reporting Line:	Market Intelligence Manager – Upstream Policy	Date:	January 2017
Directorate:	Upstream Policy		
Team Purpose and Objectives			
<ul style="list-style-type: none"> To provide strategic insight, technical leadership and subject matter expertise to a pre-eminent level, working in partnership with stakeholders to positively shape the technical, fiscal, commercial, operational, EU and regulatory agendas, ensuring risks are managed and best practice shared across the Industry. To achieve an attractive fiscal and regulatory regime to drive activity, improve competitiveness, and encourage MER and investment across the E&P lifecycle. To direct O&G UK Upstream Policy and Market Intelligence activities, developing excellence in research and analytic capability, along with industry business performance reporting. Drive and support operational and MER initiatives and projects in pursuit of revitalised exploration, drilling and production efficiency, proficient late-life asset management and cost effective decommissioning. 			
Job Purpose			
<ul style="list-style-type: none"> To provide market intelligence, analysis and insight on the Exploration and Production industry in the UK, preparing reports and insights commissioned by the teams / directorates within Oil & Gas UK; Member of the Market Intelligence team of business advisers, servicing the research, analytical and reporting requirements of all of the teams / directorates within Oil & Gas UK in a timely and professional manner providing general and specialist business advice as required. 			
Job Dimensions			
Budgetary Responsibility :			
Team Size :			
Stakeholders :	CEO / Team / Colleagues, Forums / Networks / Working Groups. Member companies, HM Treasury / OGA / DECC / BIS / Ofgem / EU / Commission		
Key Accountabilities :			
<ul style="list-style-type: none"> To work effectively, and interchangeably, with other business advisers in the company to contribute to a group which provides new thinking on how to address the issues and challenges arising from Oil & Gas UK's diversity of stakeholders and activities; Initiate analysis, provide insight and presentations on the Exploration and Production industry in the UK developing relevant professional skills to service the needs of the directorates; Undertake fundamental research and actively share insight with directorates, members and key stakeholders, working with other business advisors to develop a portfolio of relevant sectoral and supply chain data; Build relationships with key internal and external contacts through establishing regular contact and networking. Undertake projects and fulfil other duties, including facilitating and reporting on meetings, as may reasonably be required, in line with the incumbent's skills, knowledge, abilities and personal development opportunities; Production of the agreed portfolio of reports, insights and technical papers as agreed with the Market Intelligence manager and relevant directors / teams; Ensure data and information are managed effectively, efficiently and securely with appropriate access across Oil & Gas UK; Advise on industry performance and delivery, liaising closely with the technical professionals and subject matter experts to address all aspects of the business. 			

For information: -

- **The market intelligence skills** pool of Business advisors will be embedded within the organisation through:
 - a. Hard reporting lines to the Market Intelligence Manager
 - b. Dotted reporting lines to the different policy directors
 - c. Business advisors will be connected to and work closely with the appropriate policy directors, depending on what work is required throughout the year
- Work required under the industry strategies will be agreed centrally through activity assessment and the annual business planning process
- The allocation and management of resource will be the responsibility of the Market Intelligence Manager
- Sufficient analytical resource will be embedded within the organisation to deliver market intelligence reports, provide relevant support to forums, workgroups and the policy teams
- Flexibility in allocation of resources allows the rapid response to issues throughout the year and a balanced work programme for analysts
- To ensure Oil & Gas UK builds an unrivalled reputation of expertise in the UKCS oil and gas industry based on solid data gathering and incisive analysis.
- To help with member company surveys, analysis of industry/stakeholder activities and to provide data and images of the industry which feed into Oil & Gas UK reports, statements and briefs, through rigorous analysis and clear communication.

Knowledge, Skills, Experience : (includes technical skills, professional qualifications and competencies)

- Ability to prepare, analyse and present complex information in an effective and timely manner;
- Good communicator with oral and written fluency to match;
- Interest and ability to acquire knowledge of the industry dynamics policy framework and the regulatory, fiscal, licensing regime governing the UKCS;
- Energy and ability to work within and across teams, to facilitate effective decision-making and issues-management across Oil & Gas UK;
- Evidence of strong work ethic and awareness of discretion and need to observe confidentiality in all matters.