

## JOB DESCRIPTION

JOB DETAILS			
<b>Job Title:</b>	<b>Supply Chain Policy Adviser</b>	<b>Location</b>	<b>Aberdeen</b>
<b>Reporting Line:</b>	<b>Supply Chain Manager</b>	<b>Date:</b>	<b>July 2017</b>
<b>Team:</b>	<b>Business Excellence</b>		
Organisational Vision and Mission			
<p><b>Oil &amp; Gas UK's vision is</b>  <i>"To ensure the UKCS becomes the most attractive, mature oil and gas province in the world with which to do business"</i></p> <p><b>Our mission is</b>  <i>"To promote and serve our members interests and be the voice of the UK's oil and gas industry".</i></p>			
Industry & Corporate Objectives			
<p><b>Industry Objectives:</b></p> <ul style="list-style-type: none"> <li>To encourage a competitive business environment which enables economic recovery to be maximised across the UKCS;</li> <li>To deliver an enduring future for the UK's oil and gas industry, which lasts beyond production from the UKCS;</li> <li>To support the Industry in ensuring its licence to operate is implemented safely and responsibly;</li> <li>To raise, promote and protect the positive profile and reputation of the industry.</li> </ul> <p><b>Corporate Objectives:</b></p> <ul style="list-style-type: none"> <li>To respond to the requirements of our members, providing an attractive and valued means to engage on areas of common interest;</li> <li>To achieve a viable long term business model which adapts and evolves in response to the business environment;</li> <li>To provide an attractive employment environment which values our staff and enables them to reach their full potential.</li> </ul>			
Team Purpose and Objectives			
<p>To lead, develop and deliver :</p> <ul style="list-style-type: none"> <li>the Membership Value Proposition, recruiting, retaining and engaging O&amp;G UK Members to generate ongoing revenue streams</li> <li>high quality events which enhance the organisation's reputation, messaging and income</li> <li>an enhanced supply chain membership proposition</li> <li>an industry wide continuous improvement agenda including cost and efficiency</li> <li>an enhanced workforce engagement and skills agenda</li> </ul>			
Job Purpose			
<p>Lead and facilitate Industry policy discussions and actions which create an attractive business environment in the UK for the supply chain's goods and services. Please note this is not a procurement role.</p>			
Job Dimensions			
<b>Budgetary Responsibility :</b>	N/A		
<b>Team Size :</b>	TBC		
<b>Stakeholders :</b>	Director of Business Excellence Board & O&G UK Leadership Team Government Departments including: OGA; BIS; DECC; Unions; Trade Bodies; O&G UK Membership		

**Key Accountabilities :**

- Assist in the development and delivery of Oil & Gas UK's Supply Chain Member Value Proposition and Supply Chain Framework which includes the promotion of UK upstream supply chain capabilities regionally, nationally and internationally
- Manage Oil & Gas UK's Supply Chain Forum and associated work groups to develop industry guidance and to shape supply chain policy
- Develop Oil & Gas UK's competence as the 'go-to' association for UK Upstream supply chain knowledge
- Work closely with Continuous Improvement Manager to support and to promote relevant initiatives linked to increasing efficiency across the industry
- Identify good practice initiatives in other sectors and work to translate them into an oil and gas context
- Promote new and efficient ways of working across all supply chain business interfaces
- Raise awareness of business development opportunities for UK Upstream supply chain companies
- Collaborate with Oil & Gas UK's Events Team to create a programme of compelling supply chain events

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

- Excellent Relationship Manager who influences & collaborates with peers & stakeholders to deliver mutual success
- Effective Change facilitator who thinks innovatively & acts decisively, adapting positively to challenges
- Results-driven, equally comfortable and experienced at working strategically or operationally to drive continuous improvement and operational excellence
- Role model who demonstrates high standards of ethics & professionalism, aligned to Company Values
- Detailed & broad understanding of the Oil & Gas industry, especially within the UKCS
- First-hand experience of the Supply Chain Management and a sound knowledge of the challenges and opportunities facing it
- Excellent communication skills – both verbal and written
- Able to think clearly, creatively and decisively
- Strong listening and analytical skills, able to absorb and interpret complex information
- Strong project management skills
- Sound business acumen with a practical, solutions-driven approach to industry challenges & Member requirements
- This role would suit an individual looking to take their next career-step, building on a solid foundation of upstream supply chain knowledge