

## JOB DESCRIPTION



JOB DETAILS			
Job Title	<b>Survey and Spatial Data Manager</b>	Location	<b>London/Aberdeen</b>
Reporting Line	<b>Manager CDA Projects (to end Q1/2019) CDA Executive Director (from start Q2/2019)</b>	Date	<b>18 December 2018</b>
Directorate	<b>CDA</b>	Version	<b>1.11</b>

### Organisational Vision and Mission

CDA's mission is to work with industry and regulators to identify and deliver efficiencies, economies and added value through active cooperation in the management and sharing of data, information and knowledge relevant to the full range of E&P activities on the UKCS.

### Organisational Values and Behaviours

The Company's values and behaviours centre on energetic leadership to fulfil its mission, through the widest possible cooperation between oil companies, service companies, academia and regulators in a professional and effective way. Moreover, CDA and its employees will be strong advocates for petroleum data management as a discipline and for its contribution towards delivering material business value.

### Job Purpose

To provide general expertise with respect to the management of technical data, information and documents associated with geophysical surveys, infrastructure, pipelines, and other geospatial data types, across the full E&P life cycle, and their visualisation and management within geographical information management systems, as required from time to time by the Company, in a manner complementary to the Well Data Specialist

### Job Dimensions

Budgetary Responsibility	nil
Responsible for Team Size	nil
Key Stakeholders	Colleagues , OGA, Oil & Gas UK, Schlumberger, NDR Users and Petroleum Data Managers

### Key Responsibilities

#### NDR Contract

The Survey and Spatial Data Specialist's key responsibilities for the medium-term centre on the NDR Agreement between CDA and the OGA, as follows:

- Support colleagues in meeting the Company's obligations in respect of the NDR Agreement with the OGA in particular liaising with the OGA, NDR users, and CDA's service provider regarding the selection, transcription, loading, quality control, download, and delivery on media of survey and spatial data, and issues arising
- Support NDR users, colleagues, and CDA's service provider regarding compliance with regulatory requirements for the retention of survey and geospatial information, reporting requirements, and disclosure of that information by the OGA
- Work with colleagues to ensure that CDA's NDR service provider meets contracted operational and service standards and follows prescribed procedures at all times
- Support the Delivery Manager in the provision of timely reporting and other management information as required under the NDR Agreement
- Where required, act as the contract contact and escalation point for matters arising in relation to the NDR Agreement, in conjunction with the Delivery Manager
- Liaise with user communities as directed from time to time and as directed to ensure that their reasonable service expectations are being met

- Lead, facilitate and participate in various **cross-industry** user groups, workshops and other meetings as directed
- Identify, and where approved implement improvements to the content and quality of geophysical surveys, infrastructure, pipelines, and other geospatial data types held in the NDR
- Identify, and where approved implement improvements to NDR operating systems and services
- Collaborate with others as directed to identify, specify and develop new functionality and services
- Work with CDA's service provider to incorporate new and improved functionality and services into the scope of the NDR and to introduce them to users
- Attend and make technical presentations at NDR meetings, trade conferences and other industry events as directed and write technical papers as necessary to support these activities
- Collaborate with the CDA Commercial Administrator and CDA's service provider to resolve technical and operational issues arising with respect to NDR operations, including loading, ordering and downloading transactions
- Collaborate with CDA colleagues as directed and as necessary on NDR matters in general

### **GIS Responsibilities**

Provide GIS support for Company projects and general activities, as directed from time to time, including:

- Spatial data integration and visualisation
- Identifying and improving quality issues in positional information
- Analysing spatial and temporal associations between polygons, lines and points (for example between licences/fields, surveys/pipelines and wells/platforms for ISPs)
- Producing maps and charts as directed
- Acting as the subject matter expert within the Company for geospatial matters, and associated technology and business opportunities

### **Other Responsibilities**

- Provide subject-matter expertise and support the Company's other objectives and activities as set out from time to time in the annual business plan, and as otherwise reasonably directed by the Company

## **Job Requirements**

### **An advanced understanding of the following:**

- Geophysical information types and current and legacy data formats and standards pertaining to the full range of geophysical surveys
- How geophysical surveys and their associated data and information types are acquired, processed, stored, and distributed
- Geodetics, and their application to survey navigation data, including typical industry formats in use
- Loading and quality control of the full range of seismic data sets, including field, pre-stack, and post-stack volumes
- Typical use cases for each type of geophysical data and each type of processed product in the E&P industry
- Knowledge of regulations and consenting processes applicable to the acquisition of marine geophysical surveys

### **A general understanding of the following:**

- E&P information types, and current and legacy data formats and standards
- How E&P data and information types are acquired, processed and used
- Pipelines and infrastructure features and mapping characteristics
- NDR operations and operational procedures
- Knowledge of UKCS regulations and legislation applicable to information and samples

### **Geographical Information Systems**

Ability to utilise well-developed GIS skills and tools, including:

- Advanced working knowledge of ArcGIS and other geographical information systems and their practical use

- Geoprocessing and georeferencing
- Standards for serving and sharing map layers
- Industry applications along the E&P life cycle that rely on or can be improved by GIS
- Approaches to automated updating, publishing and distribution of geospatial datasets
- Approaches to the integration of geospatial datasets sourced from multiple providers
- Geospatial data analysis in support of queries from colleagues, Oil & Gas UK staff, and the OGA

#### **Data Management Competency**

- A minimum of 'Intermediate Skills', in Geophysical Data Management as assessed and evidenced in the CDA Competency Management System

#### **Technical and Computer Skills**

- Advanced use of the Microsoft Office 365 suite of products
- Basic experience with the use of applications for the acquisition, processing, use or management of technical E&P information

#### **General Skills and Experience**

- Project management skills and experience
- Writing technical specifications and scopes of work
- Facilitation and meeting management skills
- Effective and well-developed verbal and written communication skills

#### **Education and Experience**

- A graduate in Earth Sciences, Information Technology, GIS or Information Management; or equivalent experience
- A recognised qualification in Petroleum Data Management or equivalent experience
- Practical experience in an oil company and/or a service company or a regulator in acquiring, processing, using or managing geophysical survey information and GIS applications