

Energy without limits .



## Join a successful growing worldwide business.

Our commitment to building a stronger, safer, reliable and more sustainable energy future goes hand in hand with our commitment to the people who will make it possible.



## Job Title Project Manager - Balance of Plant

Location	Hunmanby, United Kingdom <ul style="list-style-type: none"><li>Occasional travel required to site and client locations.</li></ul>
Contract	Full-time, permanent
Responsible to	Head of Operations
Core Purpose	<ul style="list-style-type: none"><li>The Project Manager is responsible for the safe planning, execution, control, and delivery of projects in line with contractual requirements, company procedures, and client expectations.</li><li>The role ensures projects are delivered on time, within budget, and to the required quality standards, while maintaining full compliance with Health, Safety, Environmental (HSE), and Integrated Management System (IMS) requirements.</li><li>The Project Manager acts as the Single Point of Accountability (SPA) for the project, coordinating internal teams, contractors, and clients to ensure effective communication, risk management, and operational control throughout the full project lifecycle.</li></ul>
Key responsibilities and accountabilities:	<ul style="list-style-type: none"><li>Act as the Single Point of Accountability (SPA) for the full project scope, delivery, and HSE performance.</li><li>Oversee all aspects of project preparation, execution, and submission in line with PMO procedures.</li><li>Regularly update and maintain project milestones and schedules.</li><li>Ensure compliance with established project document naming, numbering, and filing conventions.</li><li>Identify projects ready for archiving and ensure accurate and complete document storage.</li><li>Verify and maintain the safety of OEG personnel and contractors on-site.</li><li>Ensure full compliance with the OEG Integrated Management System (IMS).</li></ul> <p>Project Planning and Execution:</p> <ul style="list-style-type: none"><li>Define project scope, timelines, deliverables, and milestones.</li><li>Provide clear direction to the Project Planner regarding project requirements and constraints.</li><li>Evaluate allocated resources, personnel, and equipment in collaboration with the Project Planner to confirm feasibility.</li><li>Develop, maintain, and actively manage the project execution plan.</li><li>Identify, manage, and escalate risks or issues that may impact schedule, cost, quality, or safety.</li></ul> <p>Budget and Cost Management:</p> <ul style="list-style-type: none"><li>Manage project budgets in line with “as sold” commercial agreements.</li></ul>

- Ensure Daily Progress Reports (DPRs) are submitted, reviewed, approved, and filed daily to support accurate invoicing.
- Review and approve contractor timesheets in Reflow on a daily basis.
- Reconcile and verify contractor invoices monthly, ensuring completion before month-end.
- Optimise costs across labour, materials, logistics, and subcontracted services.
- Identify and escalate contract variations to the General Manager for approval and Order Backlog reporting.
- Complete client billing breakdowns at month-end to enable Sales Order processing in Dimensions.
- Obtain client Project Manager approval and initiate the sales invoicing process.

#### Risk Assessment, HSE and Compliance:

- Initiate the development of Risk Assessment and Method Statements (RAMS).
- Verify compliance with RAMS and Permit to Work requirements in coordination with Field Service Manager, EHS advisor, and senior management.
- Ensure all RAMS changes are documented and captured in CMS.
- Ensure compliance with all client-specific HSE requirements.
- Support the HSE Manager with field verifications, inspections, and audits.
- Conduct regular on-site audits to assess health and safety compliance.
- Ensure all safety observations are recorded in My Compliance.

#### Workforce and Contractor Management:

- Act as the only authorised individual to mobilise and demobilise technicians.
- Ensure safe execution of the approved contractual scope of work.
- Verify that all personnel assigned to the project are trained, competent, and authorised.
- Confirm all contractors hold valid contracts and have completed required evaluations or pre-qualification.
- Ensure contractor eligibility for billing prior to mobilisation.
- Communicate contractor travel and mobilisation requirements clearly to the planning team, ensuring compliance with budget and company policies.

#### Quality Control and Technical Oversight:

- Review blade repair reports and consumption reports to ensure submission and client acceptance.
- Work closely with the technical department to ensure quality and technical standards are met.
- Ensure corrective actions are implemented where quality issues are identified.

	<p>Information Security:</p> <ul style="list-style-type: none"> <li>• Implement and maintain controls for confidential, sensitive, or commercially restricted information.</li> <li>• Ensure secure handling and storage of project documentation.</li> </ul> <p>Reporting and Documentation:</p> <ul style="list-style-type: none"> <li>• Maintain accurate and up-to-date project reports, work logs, and safety records.</li> <li>• Provide regular progress updates to clients, stakeholders, and senior management.</li> <li>• Record, document, and report site delays, including root cause, impact, and mitigation actions.</li> <li>• Ensure all PMO milestones are completed in line with agreed timelines.</li> </ul> <p>Logistics and Supply Chain Management:</p> <ul style="list-style-type: none"> <li>• Ensure timely allocation and availability of parts and materials.</li> <li>• Manage site mobilisation and demobilisation efficiently and safely.</li> </ul> <p>Client and Stakeholder Communication:</p> <ul style="list-style-type: none"> <li>• Proactively manage client communication, risks, and expectations.</li> <li>• Address client concerns and delays promptly and professionally.</li> <li>• Ensure high levels of client satisfaction through consistent delivery and communication.</li> <li>• Capture, assess, and escalate contract variations, ensuring timely approval and financial impact assessment.</li> </ul>
<p>QHSE Responsibilities</p>	<p>To have a general understanding of the areas of our QHSE Management System and OEG’s QHSE aims and objectives that are relevant to the role.</p> <p>Comply with the requirements of OEG Energy Group Policies and the responsibilities within the wider QHSE Management System.</p> <p>Promoting:</p> <ul style="list-style-type: none"> <li>• a proactive health and safety culture focussed on the prevention of work-related injury or ill health and continual improvement in our processes / performance.</li> <li>• environmental sustainability and energy efficiency whilst minimising our environmental impacts and preventing pollution.</li> <li>• a quality culture that brings values to our business, our customers and other interested parties ensuring quality issues and opportunities for improvement are identified and implemented.</li> </ul>
<p>Skills and Experience:</p>	<ul style="list-style-type: none"> <li>• Strong leadership and decision-making capability.</li> <li>• Excellent communication and stakeholder management.</li> <li>• High attention to detail and documentation discipline.</li> <li>• Strong commercial and cost-control awareness.</li> <li>• Sound understanding of HSE and risk management.</li> </ul>

	<ul style="list-style-type: none"><li>• Ability to operate effectively in a site-based, fast-paced environment.</li></ul>
Qualifications:	<ul style="list-style-type: none"><li>• PRINCE2 certification or Agile training (e.g., Scrum or equivalent) would be highly desirable.</li></ul>



## Why should you work with us?

At OEG, we place a high priority on the well-being and success of our employees. That's why we provide comprehensive benefits packages, which include competitive salaries and health insurance coverage. Additionally, we offer employer workplace pension contributions and ongoing training and development opportunities to support your professional growth.

## Join a successful growing worldwide business.

This role is perfect for a passionate individual looking for a challenging yet rewarding career path in the offshore energy sector. If you are eager to contribute to our mission and possess the skills we're looking for, we would love to hear from you.

## How to apply

To apply for this open vacancy, please submit your application via [LinkedIn](#).