



IWCF Technical Consultant

Role Description

Reporting to the IWCF CEO, this role is part of a team of technical specialists who will support the administration to deliver the technical aspects of IWCF's operational and strategic goals.

The role of the Technical Consultant is to review, improve and monitor the technical content of IWCF's core programmes, syllabi and assessments and to develop new programmes and projects as directed by the IWCF Board.

This role is considered to be important in influencing and supporting initiatives to enable continuous improvement in technical training standards through such areas as enhancements to accreditation, examination and certification standards.

Business Division	IWCF Operations Limited
Location	Montrose
Line Manager	CEO
Line Management Responsibility for	N/A
Authority	N/A
Role Summary	Technical Consultant

Main Duties and Responsibilities	
•	Actively promote IWCF ethical and integrity standards
•	Review IWCF Question banks, drafting new or revised questions as required
•	Undertake Audits of the IWCF Question bank as requested utilising and complying with the established IWCF audit process
•	Provide technical guidance and support to respond to candidate feedback
•	Actively support continuous improvement of technical documentation
•	Support continuous improvements / developments of practical assessments to deliver Board approved projects
•	Support technical projects as required / directed
•	Create technical frameworks associated with programme development
•	Provide technical support to improve our Audit and Accreditation programmes
•	Chair technical topic discussions within IWCF Taskforces
•	Provide support to the CEO as required in technical matters at Board meetings and AGM
•	Provide support to the CEO / administration in technical workshops and roadshows as requested
•	Act as a Technical authority to the CEO / Administration provide general technical advice and guidance as requested
<i>This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description.</i>	



Person Specification		
Attributes	Essential Requirements	Desirable Requirements
Knowledge	<ul style="list-style-type: none"> Well control drilling Lvl4 Certification Education at University level; BSc or equivalent 	<ul style="list-style-type: none"> Higher certifications
Behaviours	<ul style="list-style-type: none"> Demonstrable HSE commitment Strong personal integrity and ethical behaviour Demonstrable project leadership experience and ability Excellent communication skills, in particular the ability to translate technical language into lay language Approachable and open style, conflict solving ability Positive and proactive Willingness to embrace and lead change 	<ul style="list-style-type: none"> Demonstrated ability to work within a small team and foster a cohesive and collaborative team-based approach.
Experience	<ul style="list-style-type: none"> 15+yrs O&G industry experience within specified field (drilling / well intervention) Min. 5 yrs. experience at a senior level relating to project management with an operator or major service provider Pedagogic competence Sub-sea experience 	<ul style="list-style-type: none"> 10+ yrs. operational experience with an operator or drilling contractor Research or technical development experience with an operator or major service provider
Skills/Personal Requirements	<ul style="list-style-type: none"> Public speaking & presentation skills Strategic planning Research and analysis Ability to travel Engineering development Product management & development Excellent English skills, both oral and written 	<ul style="list-style-type: none"> Process improvement Education & Training Project Management A second and/or third language
Special Circumstances	<p>Technical Consultants must not be an active IWCF or IADC instructor or assessor. All candidates must complete a skills matric to evidence their technical skills and experience as part of application.</p>	

Consultant's Signature		Date	
Line Manager's Signature		Date	