



Job Description – Well Site Senior Drilling Supervisor: Offshore

This job description is provided as a guide to the tasks, responsibilities and qualifications for this role. Specific projects may require variation to this description.

Approved by T Brand (MD)
Date: 27-08-07

Major Function and Purpose

The Senior Drilling Supervisor (SDS) acts as the senior company representative onboard the drilling unit. The SDS is accountable for the technical integrity of the well, accuracy and completeness of reports and company property.

Major Tasks and Responsibilities

Management

- Manage the program in accordance with approved company programs, HSE policies, standards and systems to fully meet project objectives.
- Provide instructions to the drilling and third party service contractors with respect to conduct of the work.
- Ensure service company personnel are aware of their duties and that all required personnel, materials and equipment are at the rig and checked ready for the job.
- Ensure regulations pertaining to the work are adhered to by all parties.

Operations

- Manage the work in conjunction with other company onboard personnel.
- Maintain a constant awareness of well bore conditions and operating constraints that affect operational safety including weather conditions.
- Initiate changes to the pre-agreed program when and as required, to protect personnel, environment, equipment and the well.
- Lead the well control team on-board the drilling unit in conjunction with the drilling contractor's senior personnel.
- Ensure well control and safety/survival equipment is serviceable, and personnel are competent in its use.
- Work with the onshore drilling team to ensure effective use of marine vessels and aircraft regarding movement of personnel, materials and equipment.
- Provides a working environment, which promotes understanding of the drilling discipline in the training of company personnel.
- Audit the work performed by the drilling contractor and third party service contractors to ensure it is performed according to terms of contracts and agreements.

Reporting

- Ensure all routine drilling and cost control reports required by the operator, Drilling Superintendent and the regulatory bodies are completed to a professional standard.

HSE

- Manage company HSE systems on the drilling unit.
- Play a lead role in the drilling contractor's Emergency Response Plan on the drilling unit.
- Observe all company health, safety and environmental instructions, act in a safe manner and avoid unnecessary risks to themselves and others.
- Immediately report any unsafe conditions or activities, dangerous occurrences or injuries in the workplace.
- Not interfere with, remove, displace or make ineffective any safeguard, safety device, equipment or appliance provided for health, safety and environmental purposes – except for during an approved maintenance or repair procedure.
- Assist new employees in the use of relevant work procedures and practices in order to ensure their safety and the safety of all employees.
- Provide Safety Leadership by example.

Qualifications and Experience

Required

- Engineering degree from a recognised university is preferable.
- Minimum of 15 years offshore oil and gas drilling experience with an operating company, with a combination of office engineering and field operations assignments.
- Minimum of 5 years offshore floating well site drilling experience with high standard of down-hole competency, exposure to completions and workovers.
- Industry training in drilling technology and HSE.
- Current certification in well control and HUET.
- Demonstrated leadership and communication skills.
- Good data management and computer literacy.

Desirable

- Specific petroleum engineering qualifications.
- Recent exposure to Australian/New Zealand oil and gas operations.
- Exposure to all types of offshore drilling units.