

<b>Position:</b>	Operations Engineer
<b>Reports to:</b>	Project Manager(s), Construction Manager
<b>Substitute(s):</b>	Operations Manager
<b>Persons Responsible for:</b>	All Employees and Subcontractors

#### **Company Overview:**

Aventus Energy is a leading Energy & Infrastructure company providing innovative solutions to the energy sector. We are dedicated to delivering complex projects with precision and expertise, contributing to the global shift towards sustainable energy. At Aventus Energy, we value integrity, collaboration, and a forward-thinking approach in everything we do.

#### **Position Overview:**

The **Operations Engineer** plays a key role in the effective surveying, estimating, planning, coordination and delivery of operational activities. This role bridges engineering, operations, and stakeholders to ensure work is executed safely, efficiently, on time, and within budget.

The successful candidate will combine strong technical understanding with excellent organisational and communication skills, supporting day-to-day operations while driving continuous improvement.

#### **Key Responsibilities:**

##### **Operations Support**

- Support the teams with surveying and estimating of scopes / projects.
- Plan, schedule, and coordinate operational and activities across projects or business-as-usual operations
- Act as a central point of contact between engineering, operations, suppliers, contractors, and internal stakeholders
- Support engineering teams with technical documentation, work packs, drawings, method statements, and permits
- Monitor operational performance, KPIs, and progress against plans

##### **Planning & Coordination**

- Develop and maintain operational schedules and resource plans
- Track actions, risks, and dependencies, ensuring timely resolution
- Ensure materials, tools, and resources are available to meet operational requirements

##### **Safety, Quality & Compliance:**

- Ensure all activities comply with health & safety, quality, and regulatory requirements
- Support risk assessments, RAMS, and safe systems of work
- Assist with audits, inspections, and incident investigations as required

##### **Communication & Support:**

- Act as a liaison between project teams, clients, suppliers, and subcontractors to facilitate clear communication.
- Respond to enquiries and requests for information from internal and external stakeholders.
- Prepare and circulate internal project communications, ensuring key updates are shared with relevant teams.

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### **Financial & Budget Support:**

- Review and approve invoices, purchase orders, and other financial documentation related to project costs.
- Work with finance teams to ensure accurate cost tracking throughout project lifecycle.

### **Reporting & Continuous Improvement:**

- Produce regular operational reports and performance updates
- Identify opportunities for process improvement and efficiency gains
- Support the implementation of new systems, procedures, or technologies
- Maintain accurate operational records and documentation

### **Qualifications / Requirements / Experience:**

#### **Experience:**

- Experience in a construction, operations, or coordination role. Offshore wind would be advantageous.
- Strong organisational and planning skills with attention to detail
- Good technical understanding of operational environments
- Excellent communication skills, both written and verbal
- Ability to manage multiple priorities in a fast-paced environment
- Proficient in MS Office (Excel, Word, Outlook); experience with planning is an advantage
- Experience with document control systems, and procurement platforms

#### **Technical Skills:**

- Understanding of project life-cycle stages, providing coordination and administrative support throughout.
- Proactive and self-motivated with a strong work ethic.
- High attention to detail and commitment to accuracy.
- Attention to detail with a strong focus on accuracy and compliance.

#### **Soft Skills:**

- Excellent verbal and written communication skills for stakeholder engagement.
- Ability to work independently and within a team in a fast-paced, deadline-driven environment.
- A team player who thrives in collaborative settings.

### **HSEQ:**

- All employees have a responsibility for ensuring their own health and safety and that of their colleagues
- Co-operate with Company requirements to ensure that statutory duties are met
- Do not interfere with or misuse anything supplied for health and safety
- Only use equipment and substance where trained to correctly do so
- Identify and take any obvious corrective actions to resolve non-conformances and prevent loss in your immediate area, reporting any hazards to HSEQ Team/Line Manager
- Promote the implementation and continuous improvement of the Quality Aspects of the management system.
- Support the Company's environmental stance by following all environmental procedures and policies and assist with the reduction of waste, energy usage and emissions.

**Aventus Core Values:**

We expect you to maintain and drive our core values:

- Knowledge
- Discovery
- Success

Employee Approval:	Aventus Approval:
Name:	Name:
Sign:	Sign:
Date:	Date:

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