

Job Title: Business Adviser (Health, Safety & Security)

Team: Energy Operations

Team Size: 7

Location: Aberdeen (Office based)

Reports To: Health, Safety & Security Manager

Team Purpose

- To ensure OEUK shape, respond and react to industry issues and opportunities in a strategic, informed, and effective way.
 - We do this by implementing robust business planning processes which help deliver our strategies, informed, and guided by insight, data, and intelligence.
 - Deliver market intelligence that differentiates OEUK as a trade association and provides leading insight across the energy industry.
 - Support the work of OEUK in the spearheading and promotion of HSE and Operations support to the energy industry.
 - Effectively inform stakeholders of industry asks, opportunities and challenges to help secure business and regulatory conditions which encourage investment in the UK energy system.
 - Enhance our value offering to member companies through delivery of HSE and Operations support, championing the industry through numerous initiatives and value add campaigns.
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Job Purpose:

To provide business adviser support with a particular focus on health, safety and security (HSS), enabling the development and implementation of industry-wide solutions, guidelines, and policy positions. The Business Advisor (HSS) assists and contributes to technical forums, manages critical data, supports strategic reporting, and represents OEUK in stakeholder engagements, ensuring alignment with regulatory standards and OEUK's shared values.

Budgetary Responsibilities: No

Line Management: No

Stakeholders:

OEUK Board Members; Leadership Team; the Health & Safety Executive; and other Government Depts & Regulators including: the CAA; DoT; OMAR Competent Authority; IOGP; Professional & Academic institutions; Trade Unions; Step Change in Safety, NOIAs.

Key Responsibilities –

Work both independently and collaboratively to achieve the following deliverables set by the Health, Safety & Security Manager.

Ownership of HSS Forums and Technical Groups

- **Scope:** Own and coordinate relevant HSS-related forums, technical and working groups in specialist areas.
- **Responsibilities:**
 - Set agendas and follow up on actions.
 - Support group chairs and collaborate with members/stakeholders.
 - Drive development of proposed solutions to industry challenges.
 - Contribute to the creation of industry guidelines in partnership with relevant managers.

Data and Information Management

- **Scope:** Ensure effective, efficient, and secure handling of HSS data across OEUK.
- **Responsibilities:**
 - Maintain structured access protocols.
 - Promote data integrity and compliance with internal standards.

Policy Development and Consultation Responses

- **Scope:** Collaborate with managers and members to support OEUK's HSS policy positions.
- **Responsibilities:**
 - Draft responses to consultations in specialist areas.
 - Align policy positions with industry trends and regulatory expectations.

Annual Reporting

- **Scope:** Contribute to OEUK's Health, Safety & Security reports.
- **Responsibilities:**
 - Provide analysis and technical content.
 - Work closely with the relevant manager to ensure accuracy and relevance.

Research and Insight Sharing

- **Scope:** Conduct HSS-related research to inform policy and practice.
- **Responsibilities:**
 - Share insights with internal teams, members, and stakeholders.
 - Support development of solutions for HSE improvement areas.

Event Support

- **Scope:** Assist in the planning and delivery of OEUK HSS events.
- **Responsibilities:**
 - Collaborate with the Health, Safety & Security Manager and events team.
 - Shape event agendas to reflect current HSE priorities.

Stakeholder Representation

- **Scope:** Represent OEUK at external stakeholder events.
- **Responsibilities:**
 - Advocate OEUK's HSS positions.
 - Build and maintain professional relationships.

Crisis Response Support

- **Scope:** Provide support during OEUK crisis response activities.
- **Responsibilities:**
 - Assist managers and the Energy Operations Director.
 - Contribute to coordinated response efforts.

Key Account Management

- Maintain regular, proactive contact with member companies.
- Understand member priorities, address concerns, and align with OEUK's strategic objectives.

The following section outlines the knowledge, skills, competencies, and behaviours required for success in this role.

Technical Knowledge & Experience

- Developing experience in **health, safety, or security issues**, with an understanding of the **UK regulatory framework** and its practical application.
- Ability to **learn and develop expertise** across the full Health, Safety and Security agenda.
- Familiarity with **key oil and gas industry stakeholders**, including regulatory bodies, operators, and service companies.

Analytical & Project Skills

- Able to prepare, analyse, and communicate **industry data and insights** in a clear and timely manner.
- Results-driven, with the ability to work **operationally** to support continuous improvement and operational excellence.

Stakeholder Engagement & Communication

- Developing **stakeholder engagement, negotiation, and facilitation skills**, with the ability to build consensus and drive collaborative outcomes.
- Good **verbal and written communication skills**, complemented by active listening and interpersonal awareness.
- Comfortable working with a **diverse range of stakeholders** from technical specialists to senior executives.

Working Style & Values

- Able to operate effectively both **independently and as part of a team**.
 - Practical, **solutions-oriented approach** to challenges, with a willingness to co-develop solutions with members and stakeholders.
 - High standards of **ethics and professionalism**, aligned with OEUK's values and culture.
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