

<u>Job Title</u>	Business Management System (BMS) Project Manager
<u>Location</u>	Working from home during Covid-19. The office is near Banchory, Aberdeenshire. The business supports flexible working during normal times.
<u>Role and skills required</u>	<p>Storegga is a business at the forefront of delivering the Energy Transition in the UK, having joined forces with Pale Blue Dot Energy in July 2020. Pale Blue Dot Energy is the lead developer of the Acorn carbon capture and storage project and Acorn Hydrogen project in North East Scotland.</p> <p>Following last year's activity, we are undergoing a significant period of growth and organisational change. As part of that process we need to ensure that our BMS evolves in line with our ambitions and strategic objectives, and that it is fully integrated across our business.</p> <p>As a result, we are looking for an individual who will:</p> <ul style="list-style-type: none"> • Review and assess our existing policies, procedures and systems (including the existing BMS) taking account of planned activity and strategic objectives. • Develop an integrated proposal for an enhanced BMS for our business taking account of associated business needs (including integration of core corporate compliance and project specific procedural needs) and secure stakeholder approval. • Implement the final approved BMS programme, including the development of tools and processes to enable ongoing maintenance. <p>Historically, Pale Blue Dot Energy is certified to the ISO 9001 (2015) standard and the business needs to continue to be accredited to this standard, as well as seeking ISO 14001 (environmental management) through 2021.</p> <p>As such, we are seeking an individual who has experience in the following areas:</p> <ul style="list-style-type: none"> • Project management, around BMS development and ISO standards • Corporate experience, including working with compliance, HSE and other corporate support teams to offer integrate system solutions. Public company experience would be beneficial • Experience of change management and embedding new systems and practices into the culture of an organisation • Applying enterprise risk management considerations to working practices and system design <p>This position is fixed term for 6-8 months, with potential to extend subject to performance and business need.</p> <p>You will have a strong background in integrated business management systems development. This role will suit someone with a broad ranging interest in management systems development and operations covering multiple aspects of an integrated and holistic business management system. A strong understanding of ISO standards 9001, 14000 and 45001 will be beneficial.</p> <p>Ideally you will have developed and operated management systems for organisations in the Energy sector (or other similar sector, deploying major capital projects from concept development to decommissioning) and have several years' experience of supporting organisations develop and maintain their management systems.</p> <p>You will be willing to deliver training around the management system as it develops. Good experience in internal auditing the deployment of management systems at project and corporate levels will be a distinct advantage and familiarity with managing and maintaining corrective actions processes and continuous improvement. Experience at leading and hosting external verification and certification audits is also an advantage.</p>

<u>Objective</u>	To project manage and deliver a programme of change to the Business Management System and ensure its effective deployment and ongoing management.
<u>Accountable to</u>	Chief Operating Officer (COO)
<u>Responsible for</u>	<p>Overarching responsibilities:</p> <ul style="list-style-type: none"> • Review and assess our existing policies, procedures and systems (including the existing BMS) taking account of planned activity and strategic objectives. • Develop an integrated proposal for an enhanced BMS for our business taking account of associated business needs (including integration of core corporate compliance and project specific procedural needs) and secure stakeholder approval. • Implement the final approved BMS programme, including the development of tools and processes to enable ongoing maintenance. <p>Specific responsibilities:</p> <ul style="list-style-type: none"> • Set the organisation up to maintain ISO9001 certification • Co-ordination with HSE team to achieve ISO14001 certification • Ensuring strong working relationships are built across the various teams and functions • Regular and frequent reporting to the COO on progress and outcomes • Co-ordination and delivery of company-wide training programme to roll out changes to the BMS • Integrating effective internal auditing processes to the BMS. Recognizing and coordinating with an ongoing internal audit process • Co-ordination and support to external verification and certification <u>audits</u>.
<u>Working relationships</u>	<ul style="list-style-type: none"> • Executive Committee and executive management team • Legal and compliance team • HSE team • Project delivery teams • Other corporate support teams, including Finance and Internal Audit as necessary
<u>Key result areas</u>	<ul style="list-style-type: none"> • Effective delivery of the BMS evolution in line with the objectives outlined above, and the business' strategic objectives • Delivering the planned BMS evolution on time and budget • Effective project management of specialist vendors and integration with existing ongoing activities • Positive certification and audit outcomes • Clear, effective, and proportionate training programme for the team as part of a broader programme of tools and processes to enable ongoing BMS maintenance
<u>Key behaviours</u>	<ul style="list-style-type: none"> • A motivated individual, who is also a strong team player • Willingness to use a good network of contacts • Solutions orientated • Self-starter • Inquisitive and willingness to learn • Honest and open • Flexible and adaptable • Willingness to say when you don't understand
<u>Core skills</u>	<ul style="list-style-type: none"> • BMS knowledge and understanding • Project management experience and experience of managing numerous corporate and project stakeholders • Facilitating change • Understanding of and adaptability to a fast-changing business environment • Effective communication • Effective use of Microsoft Office • Innovative, with willingness to share ideas. • Enthusiasm and shows initiative • Ability to engage at all levels of the business and its projects

If you think you are suited to this role and meet the requirements listed in the job description, then please e-mail your CV and a covering letter to recruit@pale-blu.com by 5 March 2021.

February 2021