

## POSITION PROFILE

<b>Position:</b>	Strategic Partnership Analyst	<b>Department:</b>	Operations
<b>Postholder:</b>		<b>Section:</b>	Strategic Partnership
<b>Reports to (position):</b>	VP Strategic Partnerships South America	<b>Location:</b>	Brazil
<b>Date of Issue:</b>	18/11/2024	<b>Prepared By / Approved By:</b>	PM, FS / AS

### COMPANY OVERVIEW:

Operating for over 50 years, OPITO is an industry-owned organisation, headquartered in Aberdeen, Scotland. We drive consistency and safety compliance across global standards and qualifications, creating workforce development solutions. OPITO is a global leader in energy workforce safety, leading the skills focused dialogue with international governments as our industry prepares to meet Net Zero targets.

To ensure a safe workforce of the future, OPITO delivers clear global standards and qualifications that utilise innovative workforce development solutions.

Each year, more than 500,000 people are trained to OPITO standards through one of over 240 OPITO approved centres operating across 50 countries globally.

With operational hubs in four key regions – UK and Europe, Middle East and Africa, Asia Pacific and the Americas – OPITO drives safety and competency improvements to benefit the energy industry.

We pride ourselves on our Values. We have integrity. We collaborate. We are adaptive.

### PRIMARY FUNCTION:

To support administratively OPITO's VP Strategic Partnership to drive growth and diversification of OPITO products and services in Brazil, across energy and other high-risk industries.

## DIMENSIONS

### Core Competencies / Technical Requirements

Key:

- Demonstrates confidence in engaging with customers, building relationships, addressing inquiries with professionalism
- Client focussed with a strong business awareness with a keen eagerness to grow the business
- Excellent interpersonal and facilitation skills
- Familiarity of relevant industry safety standards including OPITO, GWO (Global Wind Organisation), Brazilian Safety & Training legislation, ECITB etc and their use across stakeholders
- Good team working skills with ability to enhance the team's knowledge of the energy industry
- IT literate with experience of MS Office
- Strong verbal and written communication
- Self-motivated and able to prioritise responsibilities
- High level of integrity
- Basic knowledge of English is preferred and will enhance ability to collaborate with the international team

Preferable

- Network of relationships in industry and amongst key stakeholders in the integrated energy sector
- Comprehensive understanding of the Organisation's key business drivers from both an operational and commercial perspective
- B2B sales experience

- Proficiency in English language is a strong advantage due to the international nature of the business

### **Financial / Budget Accountabilities**

- Optimize cost expenditure through planning and process improvements

### **Internal**

- All internal staff

### **External**

- Government (national & local)
- Industry
- Third parties
- Member Bodies
- Network Centres

## **PRINCIPAL ACCOUNTABILITIES**

Main functions may include some or all the following:

- Plan, organize, represent OPITO in meetings, events, conferences and forums;
- Build recognition and brand awareness across government, industry and member bodies;
- Responsible for the identification of key opportunities across Brazil for Oil & Gas, Offshore Wind, Hydrogen and CCUS (Carbon Capture, Usage and Storage), developing customised products for major energy companies;
- Create, lead and finalise key projects, including STEM (Science, Technology, Engineering and Maths), as assigned by VP.

### **Operational (Including Technical)**

Main functions may include some or all the following:

- Provide stakeholder input (local legislation, technical) for the development and delivery of products and services required by the energy industry to underpin its ambitions
- Receive enquiry and connect to internal stakeholder for appropriate answers;
- Record opportunities and external stakeholder management into CRM System “The Hub” with 3 working days;
- Follow a Territory Plan for uptake of Products (Training Standards, Qualifications, CMS, Open Learning, Skills Screening)
- Follow a Territory Plan for uptake of Training & Qualifications within delivery partner network
- Prepare monthly summary of Opportunities and Risks to VP
- Engage with stakeholders across integrated energy to position OPITO as the partner of choice for skills and safety across energy.

When applicable, and in alignment with Regional VP and Product Development Manager:

- Check Brazilian Portuguese translation quality for Product Forms and Procedures.

When applicable, and in alignment with Regional VP and Marketing (Product/Corporate):

- Check Brazilian Portuguese translation quality for Marketing Materials
- Support local purchase of marketing materials/services.

### **Transactional (Relevant to Support Roles)**

- N/A

### **Health & Safety / Quality Assurance**

Main functions may include some or all the following:

- Complying with relevant Company Health and Safety policies and procedures
- Awareness of Standards related processes and procedures
- Contributing to the annual QMS review for Strategic Partnership ISO related processes and procedures (Engagement Log & Enquiry / Opportunity Form)

### **People Management**

Main functions may include some or all the following:

- This role demands that the incumbent will have the ability to work with minimal supervision and in an unsupervised capacity on occasions.

### **Qualification, experience, and attributes (Objectively required to undertake the role)**

Some or all the following may be required:

- Experience in the energy industry including renewables covering - business development, project development and commercial negotiations.
- Good understanding of Brazil regulatory dynamics, policy, and business drivers across energy.
- Experience of stakeholder engagement and relationship management.
- Degree Education or Professional Qualification.
- Fluent in Portuguese language, both written and spoken to communicate with external stakeholders
- Proficiency in English language, both written and spoken to communicate with internal stakeholders
- Relevant experience may compensate for formal qualifications

### **Compliance:**

OPITO have several policies and guidance documents available to all staff (such as Bribery & Corruption and Conflict of Interest) which provides guidance and confidence to all of our team in their day to day roles as well as helping them to always comply with the relevant laws and best practice. All employees are expected to familiarise themselves with, and understand/comply with, at all times, these requirements.

### **General:**

Main functions may include some or all the following:

- Some travel within the region (countrywide) might be required by the business
- Undertakes special projects as appropriate and fulfils other duties as may reasonably be required by the company, in line with the incumbent's skills, knowledge, abilities and personal development opportunities
- Maintaining the company values and culture