POSITION PROFILE

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| **Position:** | Strategic Partnerships Manager | **Department:** | Operations |
| **Postholder:** | TBC | **Section:** | Strategic Partnerships |
| **Reports to (position):** | VP Strategic Partnerships | **Location:** | SA |
| **Date of Issue:** | 18/06/2025 | **Prepared By / Approved By:** | PM/AS |

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| **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.    Our Values  At OPITO, we are committed to fostering an inclusive, dynamic, and engaging workplace where individuals can bring their authentic selves to work. We value diversity, collaboration, and a spirited approach to our mission, believing that a strong team is built on mutual respect, passion, and a shared commitment to excellence.  Guided by our core values, we are steadfast in our commitment to:   * **Integrity** – Acting with honesty and responsibility in all that we do. * **Collaboration** – Working together to achieve common goals and drive success. * **Adaptability** – Embracing change to stay ahead in a dynamic environment. * **Care** – Prioritising the well-being and growth of our team, partners, and industry.   At OPITO, we don’t just talk about our values—we live by them, creating a workplace where passion, resilience, and a positive mindset thrive. |

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| **PRIMARY FUNCTION:**  Responsible for supporting the VP in delivering OPITO’s South Americas (SA) Strategic Partnership activity to evolve our offering to meet the needs of our existing stakeholders, as well as those moving towards an integrated energy business model​. |

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| **DIMENSIONS** |
| Core Competencies / Technical Requirements  * Experience of key regional operators across the SA region. * Knowledge and understanding of critical regional plans and issues relating to safety critical industries. * Track record of strategic planning, risk management and delivery of growth initiatives * Excellent interpersonal, facilitation and influencing skills * Comprehensive understanding of the Organisation’s key business drivers from both an operational and commercial perspective * Understanding of relevant safety standards including OPITO, ECITB, GCAA etc * Client focussed with a strong business awareness with a keen eagerness to grow the business * Business Development acumen with strong networking skills demonstrated across the integrated energy industry * Strong influencing and negotiation skills * Good team working skills with ability to enhance the team’s knowledge of the energy industry * IT literate with experience of MS Office * Self-motivated and able to prioritise responsibilities * High level of integrity * Network of relationships in industry and amongst key stakeholders in the integrated energy sector    Financial / Budget Accountabilities  * Input into annual preparation of budgets based on the market intelligence and management according to the plan   **Internal**   * All internal staff  External  * Government (national & local) * Industry * Third parties * Member Bodies * Network Centres |

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| **PRINCIPAL ACCOUNTABILITIES** |

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| Main functions may include some or all the following:   * Along with the OPITO Strategic Partnership and Operations team, deliver on OPITO’s strategy to be recognised as the skills and authority body for safety critical industries * Effectively engage with the regional VP and global Strategic Partnership teams. * Build recognition and brand awareness across government, industry and member bodies * Engage with stakeholders both internal and external at all levels ensuring suitability and take up of OPITO products in the integrated energy sector * Drive business development in accordance with the OPITO corporate plan and Strategic Partnership operational plans * Support delivery of the HVO’s, where required * Responsible for the identification of key opportunities across SA region, in relation to key sectors: Oil & Gas, Wind, Hydrogen and CCUS (Carbon Capture, Usage and Storage), and extractive industries, developing customised products for major energy companies * Collaborate with and develop a network of extended OPITO associates to support the delivery of key opportunities * Create, lead and finalise key projects (including STEM (Science, Technology, Engineering and Maths) as assigned by SVP. |

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| **Operational (Including Technical)** Main functions may include some or all the following:   * Have responsibility for the delivery of the regional diversification strategy while taking full responsibility for delivery of assigned projects. * Provide stakeholder input for the rapid development and delivery of products and services required by safety critical industries to underpin their ambitions. * Proactively engage necessary stakeholders/resources to ensure delivery of diversification strategy including take up of OPITO products. * Identify opportunities across the integrated energy sectors and safety critical industries to support workforce mobility and competency development. * Build on the extended OPITO forum of Regional Employers, comprising technical and industry subject-matter experts to ensure that products developed are relevant and valued. * Implement a progressive, regional approach to develop business, gather market intelligence, identify opportunities and providing valued solutions.​ * Work closely with Head of QA, Director of Products, Regional Managers and SVP’s & VP’s, and partnership support for Strategic Development to develop and drive the uptake of new products * Engage with stakeholders across integrated energy to build the conversation around skills and safety, and position OPITO as the partner of choice across energy.​ * Plan, organize, and support Industry and Training Centre Forums and related events * Review and adapt marketing campaign content into Brazilian Portuguese language and culture * Assist in reviewing and localizing product development content for the Brazilian market |
| **Health & Safety / Quality Assurance** Main functions may include some or all the following:   * Demonstrate a personal commitment to Quality, Health, Safety and the Environment * Comply with OPITO, and where relevant, Client Company’s, Quality, Health, Safety & Environment Policies and Safety Management Systems * Promote a culture of continuous improvement, and lead by example to ensure company goals are achieved and exceeded * Adherence to waste regulation standards for confidential waste/recycling |
| **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 * Project management and line responsibilities as assigned by SVP * Ability to manage individuals in the extended OPITO network including subject matter experts (SMEs) providing support to specific projects on behalf of key stakeholders |

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| **Qualification, experience, and attributes (Objectively required to undertake the role)** The role will require a willingness to undergo continual personal development including the achievement of additional qualifications and professional competencies as required.  Some or all the following may be required:   * Experience in the energy industry covering (business development, project development, commercial negotiations) * Good understanding of regulatory dynamics, policy, and business drivers across energy * Experience of progressing deals and relationship management * Degree Education or Professional Qualification * Minimum A2/B1 English proficiency for internal communication * Native or C1-level Brazilian Portuguese proficiency (written and spoken) * Relevant experience may compensate for formal qualifications * Proficient in CRM systems (e.g., Salesforce) * Based in or willing to relocate to Rio de Janeiro or Macaé area |
| **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:   * Regular and frequent travel within the region and other regions as required * Maintaining the company values * Ability to build trust across locations, time zones and cultures |

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_