

## POSITION PROFILE

<b>Position:</b>	Strategic Partnerships Coordinator	<b>Department:</b>	Strategic Partnerships
<b>Postholder:</b>	Vacant	<b>Section:</b>	Operations
<b>Reports to (position):</b>	SVP Strategic Partnerships	<b>Location:</b>	Aberdeen/Hybrid
<b>Date of Issue:</b>	5/7/24	<b>Prepared By / Approved By:</b>	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 the Strategic Partnership teams in Europe and Americas to develop and maintain partnerships and support the team administratively.

## DIMENSIONS

### Core Competencies / Technical Requirements

- Ability to work independently using own initiative
- Ability to work in a fast-paced environment
- Business acumen
- Excellent organisational skills
- Good interpersonal, facilitation and influencing skills
- Willingness to understand the Organisation's key business drivers from both an operational and commercial perspective
- Strong customer service skills
- Eagerness to grow the business
- Strong influencing and negotiation skills
- Ability to collaborate with cross-functional teams
- Self motivated and able to prioritise responsibilities
- High level of integrity
- Willingness to develop experience and knowledge across the Energy industry.
- Demonstrable experience in collating, writing and quality assuring technical documents/papers
- IT literate with experience of MS Office

### Interfaces / Contacts

#### *Internal*

- Quality Assurance
- Product Development

- Finance
- Leadership Team
- Marketing and Communications
- Product Marketing

**External**

- Network Centres
- Industry Stakeholders
- Industry Trade Associations
- Industry Bodies
- Colleges

**PRINCIPAL ACCOUNTABILITIES**

Main functions may include some or all of the following:

- Represent OPITO and engage with industry stakeholders at conferences, forums and networking events.
- Assist the Strategic Partnership Managers and VP's across Europe and Americas in preparing presentations and messaging by engaging with Marketing and Communications and Product Marketing.
- Coordinate Industry Forums, overseeing the setup, agenda creation and secretariat duties.
- Support Strategic Partnership Managers and VP's in setting up external steering groups overseeing their administration through secretariat duties and communications.
- Create and maintain an engagement plan for network centres ensuring the suitability and up take of OPITO products and feeding intelligence into the Strategic Partnership Managers and VP's.
- Feed in new opportunities to develop products and services via the relevant manager/VP.
- Support regional business development activities in conjunction with Strategic Partnerships objectives.
- Ensure accurate records of stakeholder engagement are maintained by the team for reporting purposes and take ownership of regular reviews and follow up with wider teams.
- Maintain and engage existing relationships with stakeholders, member associations and government bodies to promote OPITO and the products and services portfolio.
- Conduct comprehensive research pertaining to targeted clients, countries, and contacts to support the focused initiatives of the Strategic Partnerships team.
- Analyse weekly reports to understand and interpret data.
- Collaborate with the Product Development team, amongst others, as required.
- Identify and collaborate with the team of extended OPITO associates for specific projects supporting the creation of business cases for new products and services.
- Facilitate the coordination of team updates related to the Operational Plan and strategy updates.
- Monitoring spend against the budget.
- Generating purchase orders.
- Ensuring invoices are received and passed to finance.
- Coordinate and manage the monthly meeting, ensuring actions are recorded and followed up.

**Health & Safety / Quality Assurance**

Main functions may include some or all of the following:

- Complying with relevant Company Health and Safety policies and procedures
- Following the Strategic Partnership QMS processes.

**People Management**

Main functions may include some or all of the following:

- This role demands that the incumbent will have the ability to work with minimal supervision and in an unsupervised capacity as well as part of a team
- There are no line management responsibilities for this role

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

Some or all of the following may be required:

- Ability to review and interpret data
- An awareness of the Energy sector
- Have academic certification at an SCQF level 7 or above or/and relevant industry experience

**Compliance:**

OPITO have a number of 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 comply with the relevant laws and best practice at all times. All employees are reasonably expected to familiarise themselves with, and understand/comply with, at all times, these requirements.

**General:**

Main functions may include some or all of the following:

- Expectation for occasional travel may be required
- 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