



ROLE SPECIFICATION

Job Title:	Permit Authoriser	Job Holder:	
Department:	Operations	Commence:	
Reports To:	Operations Manager	Location:	Canvey Island

PURPOSE OF ROLE

1. The role of a permit issuer is to authorise specific work activities by issuing permits. These permits serve as official documentation outlining conditions, safety protocols, and any restrictions that must be adhered to during the course of the work.
2. Maintain safety and environmental standards for the terminal

KEY ACCOUNTABILITIES

1. All work requiring a permit-to-work is identified
2. Review Risk Assessments and Method Statements whilst challenging any areas that require further detail as required before implementing any permits.
3. Ensure each permit contains a clear description of the work to be done, its location, start time and duration
4. Permits for work activities that may interact or affect other site activity are adequately controlled and discussed with the Duty Supervisor
5. Highlight work that could create a hazard if undertaken at the same time as time as operational activities
6. All steps necessary to ensure the safety of the site or installation have been identified
7. The work site has been examined, and all precautions specified to be taken before work commences (including isolations) have in fact been taken and will remain effective while the permit remains in force
8. The performing authority is aware of the precautions taken, any additional ones which are to be taken, particular equipment to be used or worn, and any other procedures which are to be followed
9. Limitations on the timing and scope of the work are defined as well as actions to be taken in the event of site emergencies
10. Sufficient information is given to oncoming shifts about work for which there is a permit issued on site, which has not been completed.
11. Copies of all issued permits are displayed at an appropriate location and in a consistent arrangement so that site personnel can readily see and check which equipment is under maintenance and not available for operation
12. The work site is examined at any time when work is suspended and before it is restarted, and finally when the work is completed to ensure that it is in a safe condition
13. Any precautions and isolations are withdrawn at the end of the job unless they are cross-referenced to other permit activity
14. The area authority has acknowledged the return of plant or equipment to their full control
15. Ensure all personnel (including contractors) working within the permit system have sufficient knowledge and competence to carry out their duties
16. Liaise with the Shift Supervisors to organise and arrange maintenance works and ensuring appropriate resources are available to achieve these works
17. Liaise with the Deputy Operations Manager and other Oikos Managers, as required, to ensure compliance with all regulatory requirements.

18. Liaise with the Engineering department to schedule future Engineering works to ensure there is no conflicts with operational works
19. Liaise with the Operations Planners to optimise operational output and ensuring there are no conflicts with Operational activities
20. Ensure safety and environmental standards are maintained at all times throughout the site and stop any activity that fails to meet these standards. Report any such deviations from these standards as appropriate.
21. Ensure "Control of Work" system is applied as required by site policy, specifically in relation to issuing and monitoring "control of work" permits.
22. Understand where Policy and Procedures are applicable and ensure they are followed
23. Ensure site security standards are maintained at all times.
24. Ensure a smooth handover takes place to maintain continuity of operations between shifts
25. Develop and maintain professional relationships with customers and regulatory bodies as necessary
26. Hold toolbox talks with the Operations team and contractors to discuss works
27. Complete Site Audits
28. Attend weekly Operations & Engineering meeting
29. Complete Site Inductions
30. Attend PTW refresher training and associated Health & Safety workshops.

JOB CONTENT (broad list of tasks, inter alia)

Control Room Based

1. Agree and review operating plans/engineering schedules with the Operations & Engineering teams and discuss and issue instructions to Shift teams as required
2. Communicate, face to face or by use of radios, with Operators/Supervisors in the field
3. Review RAMS and produce permits as required
4. Complete site inductions

Field Operations

5. Schedule and organise preparation works, isolations and de-isolations
6. Carry out routine equipment checks, and report faults as required
7. Carry out Audits

General

8. Attend management meetings when required
9. In conjunction with the HSSE advisor, conduct site safety and environmental audits with Shift Supervisors/Operators
10. Schedule and conduct toolbox talks to distribute and arrange planning for up-coming works
11. Liaise with Shift Supervisor to ensure there is enough cover to complete all planned Operational tasks
12. Raise Maintenance Requests when required

Emergency Response

13. Provide first response fire fighting if required.
14. Provide first response and support for other site emergencies if required including accident response and confined space rescue.
15. Carry out defined role as part of On-Site Emergency Plan.

SKILLS, KNOWLEDGE & EXPERIENCE

ESSENTIAL	DESIRABLE
<ol style="list-style-type: none">1. Experience within bulk liquid storage industry.2. Ability to use computer based control systems.3. Understanding of Control of Work systems.4. Understanding of safety and environmental legislation applicable for the industry.	<ol style="list-style-type: none">1. Previous experience in oil storage or oil refining industry.2. Ability to understand technical drawings e.g. P&IDs

COMPETENCIES

Deciding and initiating action

- a) Makes prompt, clear decisions which may involve tough choices or considered risks.
- b) Takes responsibility for actions, projects and people.
- c) Takes initiative, acts with confidence and works under own direction
- d) Initiates and generates activity

Relating and networking

- a) Establishes good relationships with customers and staff.
- b) Builds wide and effective networks of contacts inside and outside the organisation.
- c) Relates well to people at all levels.
- d) Manages Conflict.
- e) Uses humour appropriately to enhance relationships with others
- f) Listens, consults others and communicates proactively

Writing and reporting.

- a) Writes clearly and succinctly and correctly.
- b) Avoids the unnecessary use of jargon or complicated language.
- c) Writes in a well structured and logical way.
- d) Structures information to meet the needs and understanding of the intended audience.

Applying expertise and technology.

- a) Applies specialist and detailed technical expertise.
- b) Develops job knowledge and expertise through continual professional development.
- c) Shares expertise and knowledge with others.
- d) Uses technology to achieve work objectives.
- e) Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity.
- f) Demonstrates an understanding of different organisational departments and functions.

Analysing

- a) Analyses numerical data and all other sources of information.
- b) Breaks information into component parts, patterns and relationships.
- c) Probes for further information or greater understanding of a problem.
- d) Makes rational judgements from the available information and analysis.
- e) Produces workable solutions to a range of problems.
- f) Demonstrates an understanding of how one issue may be a part of a much larger system.

Presenting and communicating information.

- a) Speaks clearly and fluently.
- b) Express opinions, information and key points of an argument clearly.

Delivering results and meeting customer expectations.

- a) Focuses on customer needs and satisfaction.
 - b) Sets high standards for quality and quantity.
 - c) Monitors and maintains quality and productivity.
 - d) Works in a systematic, methodical and orderly way.
- Consistently achieves project goals

Following instructions and procedures.

- a) Appropriately follows instructions from others without unnecessarily challenging authority.
- b) Follows procedures and policies.
- c) Keeps to schedules.
- d) Arrives punctually for work and meetings.
- e) Demonstrates commitment to the organisation.
- f) Complies with legal obligations and safety requirements of the role.

Planning and organising.

- a) Sets clearly defined objectives.
- b) Plans activities and projects well in advance and takes account of possible changing circumstances.
- c) Manages time effectively.

COMMUNICATION AND WORKING RELATIONSHIPS

1. Senior managers
 2. Shift Supervisors
 3. Project Team
 4. Other site Managerial and Administration staff
 5. Shift Operators
 6. Maintenance contractors and engineers
 7. Suppliers, Customers and Industry peers
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