

JOB DESCRIPTION



Position Description		
Job Title:	Field Supervisor, Stakeholder Engagement	
Department:	Social Performance	
Business Unit/Team:	Kenya	
Location:	Field based	
Reports To:	Social Impact Manager (yet to be recruited).	
Interacts With:	Internal:	External:
	<ul style="list-style-type: none"> ▪ Operations ▪ Asset Protection ▪ Corporate Affairs ▪ Environment, Health and Safety ▪ Facilities (Logistics) ▪ Project Development ▪ Commercial ▪ Land access 	<ul style="list-style-type: none"> ▪ Local communities ▪ E&A / Project Contractors ▪ Regulators ▪ Local County/ District officials ▪ Local Government Authorities / Agencies ▪ Local NGOs ▪ Media (as required) ▪ Partner functional representatives (community relations, social performance) etc.
Supervises:	Direct:	Indirect:
	<ul style="list-style-type: none"> ▪ Field Stakeholder Engagement Officers 	<ul style="list-style-type: none"> ▪ Supports Corporate Affairs & Social Investment initiatives as requested

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Job Purpose:	<p>The Tullow Oil Kenya Field Supervisor, Stakeholder Engagement is the key field (and site) based representative for community and local government engagement activities. This position is responsible for managing and coordinating the day to day execution of community based activities (engagement, sensitisation and issues management) according to business requirements and applicable policies and guidelines.</p> <p>This position will report to the Social Impact Manager and play a key role in managing grass roots engagement & consultation and company reputation / social licence to operate issues. The position will provide input into exploration / appraisal and development planning activities as they pertain to grassroots community relations or engagement activities. It will also have a key role in ongoing issues management and grievance management.</p> <p>The role will work closely with EHS and other functions to ensure that social impact and investment initiatives / programmes are executed to minimised impacts and ensure positive relationships are developed with impacted communities. Timely and accurate reporting and communications (within the field and between the field and Nairobi) are key elements of this role.</p> <p>This position will be responsible for managing and implementing supporting systems and processes to ensure community relations and grievances are managed effectively and transparently.</p>
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<p>Responsibilities /Key Objectives:</p>	<p>Community Relations & Consultation</p> <ul style="list-style-type: none"> ▪ Build and maintain strong working relationships with key stakeholders in the operational areas including (but not limited to) impacted communities, County Officials, the media (as requested), NGOs, religious institutions, cultural bodies and internal departments. ▪ In cooperation with the Social Investment Coordinator, develop and implement community engagement and social impact mitigation guidelines. ▪ Deploy community relations resources according to business requirements and provide input into business planning processes / decisions as required (accounting for operational impacts and stakeholder impacts on the business objectives). ▪ Support Corporate Affairs in organising, sponsoring and attending events on behalf of the company and as required. ▪ Monitor and prioritise relevant political and social intelligence in the areas of operation to the company and report this information in a timely manner through line management. ▪ Provide project specific oversight and ensure compliance from the community relations perspective. ▪ Support internal systems and procedures relevant to successful integration of Social Performance requirements in oil exploration and development projects. ▪ Manage a team of Field Stakeholder Engagement Officers on a day to day basis (daily planning and execution). ▪ Support permitting and compensation aspects in the areas of operation. ▪ Monitor the effectiveness of access processes and implement improvements and efficiencies. ▪ Participate and contribute to community relations audits / reviews (either internal or external). <p>Social Investment</p> <ul style="list-style-type: none"> ▪ Assist in the day to day execution of field based social enterprise projects and initiatives as requested by the Social Impact Manager and / or Social Investment Coordinator. <p>General Management</p> <ul style="list-style-type: none"> ▪ Provide regular updates to the Social Performance Team on the status of issues pertaining to community relations. ▪ Manage external consultancies effectively as required. ▪ Manage rotational schedule of community liaison officers and deploy resources according to business requirements. ▪ Actively support the training and development of direct reports.
<p>Financial Responsibility:</p>	<ul style="list-style-type: none"> ▪ NA

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Person Specification	
Experience and Education:	<ul style="list-style-type: none">▪ Senior education qualified.▪ At least five years previous experience working within a community relations / development role.▪ Experience within a major infrastructure projects / resource sector is critical.▪ Experience operating in a remote, challenging and cross cultural context is essential.▪ Previous exposure to environmental / social impact assessment and management would be desirable. As would exposure to conflict resolution activities.
Skills:	<ul style="list-style-type: none">▪ Demonstrated skills in planning and delegation.▪ Build and maintain a network of local stakeholders and informed parties.▪ Ability to translate complex information into strong, easily delivered messages, including the ability to influence, inspire confidence and build trust at all levels.▪ Experience in the management of grievances and grievance management systems.▪ Ability to integrate consultation outcomes into business and project planning as required.▪ Ability to delegate to team members and guide outcomes.▪ Proven ability to manage complex matters in a transparent and inclusive fashion.▪ Demonstrated ability to produce effective frameworks, policies and procedures to ensure timely access and minimize associated impacts.▪ Ability to develop and implement strategies (including key stakeholder engagement) to secure desired outcomes and support objectives.▪ Ability to manage external consultants / advisors (as appropriate) to support key deliverables and build capacity.▪ Able to work on own initiative as well as effectively as part of a team.▪ Excellent written and verbal communications skills.▪ Ability to manage conflict situations including conflict resolution and analysis.

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Business Behaviours:	<ul style="list-style-type: none">▪ Politically non-partisan.▪ Awareness and sensitivity to diverse cultures.▪ Demonstrates a high level of personal integrity.▪ Establishes priorities and works with minimal direction.▪ Collaborative with heightened communications and related interpersonal skills.▪ Participates in proactive team efforts to achieve departmental goals.▪ Self motivated and uses initiative and judgment to attain the best results.▪ Demonstrates a personal commitment to Health, Safety and the Environment.▪ Supports Tullow values.
Prepared By:	Trina Fahey
Reviewed & Agreed By:	Anne Kabugi / Martin Mbogo
Incumbent:	
Date:	30 July 2013