

## TAR Coordinator

For a client in Antwerp, we are looking for a **TAR Coordinator**.

### Job description

We are looking for an experienced TAR Coordinator for one of our major clients in the Antwerp region. The right candidate has a proven track record in executing the following key responsibilities.

#### SHE

- ✓ To ensure that all TAR/Company HSE goals are achieved and where possible exceeded
- ✓ To ensure that all construction personnel are aware of / implement safe working practices / procedures and are provided with a safe working environment
- ✓ Prepare a 10% Cost estimate and TAR duration prediction bases on the available scope at scope freeze date.
- ✓ Management of and technical support to all shutdown personnel
- ✓ Define and implement Site/TAR Introduction Training for all personnel involved with the TAR

#### Organisation

- ✓ Identify, develop and implement the temporary facilities such that they comply with all HSE requirements, while optimising people and materials movement.
- ✓ To review, in co-operation with the Shutdown Manager, and agree the overall site programme for his area of responsibility including Sub-contractors' programmes
- ✓ To identify any problem areas in the programmes, discuss with the Shutdown Manager and agree a solution

#### Planning and Preparation

- ✓ Develop a milestone plan for the TAR and follow-up compliance to this by all parties that are involved in the planning of the TAR.
- o Closely monitor the TAR planning in order to meet the milestone plan.
- ✓ Identify the requirement for long delivery items and specialised services early in the scope/planning phase to allow for timely delivery/contracting
- ✓ Deliver a high standard construction package, ensuring a consistent and efficient approach is implemented at all times
- ✓ To verify that the work packs and specifications provide adequate instructions for the work.
- ✓ Closely monitor material requirements, deliveries, receipts and storage.

#### Scheduling and Execution

- ✓ Timely develop the execution resource demand and define the execution strategy with the TAR manager.
- ✓ Develop the execution schedule that complies with all functional relations, considers geographical interactions and optimizes the resource profile of the main disciplines.
- ✓ Identify critical paths and executions risks and develop an execution strategy to minimize the risk of not meeting the schedule while maintain cost effectiveness.

- ✓ Evaluate different working methods, work sequences and working regimes to resolve functional and/or safety related problems within the schedule limits.
- ✓ To ensure that all work is to the required standard and that all drawings, specifications, inspections and certifications are strictly adhered to
- ✓ Evaluate and Authorise scope changes with limited effect on timing and cost.

#### Cost Control

- ✓ Understanding of the applicable contracts and their effect to TAR Cost in combination with the chosen options.
- ✓ To ensure, before any variation a sub-contractor carries out work that an authorised instruction is given.
- ✓ Implementation of a continuous improvement philosophy across the shutdown process, delivering best practices at all times
- ✓ To provide technical assistance to the Shutdown Manager in the compilation of cost and progress reports

### Your qualifications

#### Knowledge and Competences

- ✓ Secondary diploma or Bachelor degree in (Electro)mechanical engineering .
- ✓ Knowledge of the Equipment and Piping technical standards To be able to understand and define intervention requirements and associated testing requirements.
- ✓ Thorough knowledge of the Roser Suite modules "Scope-It", "Systems", Schedule-It and Permit-It which are used extensively in all phases of the TARs.
- ✓ Knowledge of the SAP maintenance and materials modules and the associated procedures for materials and service reservation and ordering.
- ✓ Knowledge of standard and optional working methods and requirements for working at height, lifting, vessel entry and hot work safeguarding.

#### Communication

- ✓ Set up, organise and lead the TAR Scope, Planning and Execution Meetings.
- ✓ Discuss and agree with all stakeholders the scope of work, the execution methods, schedule and hold point constraints and guarantee these are properly and fully integrated in the work plans.
- ✓ Discuss and agree with all contractors their scope of work, their schedule, manpower requirement and working regimes.

**Reference:** 3182

**Projectphase:** Maintenance

**Discipline:** Mechanical

**Position:** Coördinator, Toezichthouder, Werkvoorbereider

**Function level:** Senior, Medior

**Region:** (B) Antwerpen

**Education:** Bachelor

**Experience:** 3-8 years, 8-15 years, 15+ years

**Type of contract:** Project

**Posted at:** 03-07-2024

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