



## JOB DESCRIPTION

<b>JOB DETAILS:</b>			
<b>Job Title:</b>	<b>Fuel Quality and Supply Specialist</b>	<b>Location</b>	<b>UKPIA Offices, London</b>
<b>Reporting Line:</b>	Director of Downstream Policy	<b>Salary: TBC</b>	
<b>Line Management:</b>	-		
<b>Stakeholders:</b>	UKPIA Council, UKPIA Leadership Team, UKPIA Member Companies and Associates, UKPIA Committees BEIS, Cabinet Office, DEFRA, DfT, HMT, HMRC, LowCvP Partnership FuelsEurope/CONCAWE, BSI, Energy Institute and other standards bodies		

<b>THE UK PETROLEUM INDUSTRY ASSOCIATION:</b>
<p>The UK Petroleum Industry Association (UKPIA) represents the main oil refining and downstream marketing companies operating in the UK. The Association also provides associate membership to companies that are involved in process safety and transportation within the oil and gas industry.</p> <p>Our members and associates play a vital role in the supply of petroleum products used as road transport, aviation, marine and heating fuels, for power generation and as feedstocks for the petrochemicals industry. Millions of consumers, along with thousands of businesses, hospitals, schools, the emergency services, maritime and aviation customers depend on these supplies for mobility, power and heating.</p> <p>As the energy landscape in the UK transforms, and the oil refining and downstream fuel sector adapts, our vision is to create the right conditions for a competitive, innovative and resilient sector to thrive and to be recognised as a key player in enabling a growing economy.</p>

<b>TEAM PURPOSE:</b>
<p>UKPIA's downstream policy team develops, shares and promotes good practice and knowledge to ensure the sector's competitiveness, resilience and sustainability against a transforming energy landscape in the UK.</p> <p>The team works with member companies and across Government to anticipate, monitor and influence development of policies and regulations affecting the sector. It also generates UKPIA's authoritative and evidence-based technical guidance on fuel quality and supply resilience, air quality, climate change, environmental performance, petroleum product and process safety policies.</p>

## JOB PURPOSE:

The Fuel Quality and Supply Specialist plays a key role in delivery of key objectives related to fuel quality, supply and resilience issues to support the vision, mission and strategic objectives of UKPIA.

The Specialist provides leadership for the following committees and working groups, developing clear, robust and agreed policy positions for engagement with Government and other decision makers and to support member companies and associates:

- Fuels Committee
- Biofuels Working Group
- Pipeline Security Committee
- Contingency Focal Points Network
- Road Transport Committee
- Rail Transport Committee

## RESPONSIBILITIES:

- Contribute to the development of a high-level transformative vision to position the UK refining and downstream oil sector as a competitive, innovative and resilient enabler for a growing UK economy as the energy landscape changes.
- Anticipate and assess the emerging challenges and opportunities of policies, regulations and fuel quality standards affecting the refining and downstream oil sector, ensuring UKPIA is proactive in its engagement with Government and other stakeholders to input into policy-shaping and development.
- Act as the UKPIA subject matter expert for fuel quality, supply and resilience issues, engaging with external bodies to position UKPIA as a source of leading technical expertise on these topics.
- Manage effective and delivery-driven industry committees and networks, maintaining appropriate and effective communication with members and associates.
- Lead the development of UKPIA consultation responses based on agreed policy positions, supported by sound science and robust quantitative data.
- Develop authoritative technical and good practice guidance with input from UKPIA technical committees and other stakeholders.
- Develop and enhance the role of UKPIA in coordinating fuel supply resilience, working closely with the BEIS Energy Resilience Team, Cabinet Office Civil Contingencies Secretariat, member companies and other stakeholders.
- Contribute to a dynamic, creative and positive working environment at UKPIA.
- Comply fully with UKPIA's staff handbook, competition law rules and other policies and procedures, ensuring the Downstream Policy Team also complies.
- Support and stand in for the Director of Downstream Policy on occasion to ensure business continuity.

## COMPETENCIES AND EXPERIENCE

UKPIA operates in a complex and highly political environment, with numerous stakeholders and an increasingly complex set of regulatory and legislative frameworks.

We are seeking an outstanding individual with the following attributes, competencies and experience:

- A leader with strong influencing skills and experience of working with a diverse range of external stakeholders.
- Track record of success in management of technical issues.
- Adaptable and able to drive change in both internal and external environments.
- Willingness to travel to undertake relevant stakeholder engagement.
- Flexible, willingness to support colleagues, where necessary, across the association.

COMPETENCIES	ESSENTIAL	DESIRABLE
Policy and legislative framework. In-depth understanding of current challenges and opportunities facing the sector, including the current and emerging legislative framework relevant to the subject matter.	X	
External stakeholder relationship management. Credibility in dealing with senior-level industry leaders and government officials.	X	
Crisis management.		X
Project and time management. Ability to combine long-term proactive work with short term reactive response.	X	
Effective interpersonal, communication and influencing skills with ability to facilitate effective decision-making, issues-management and change facilitation across the industry.	X	
A strong public speaker with the ability to convey complex technical information in simple language.	X	

## EXPERIENCE

- A degree in chemical engineering chemistry or a related subject.
- Ten to fifteen years' experience in supply and trading, technical or engineering roles in the UK refining and downstream oil sector.
- Significant subject matter expertise in fuel quality and UK fuel supply resilience.
- Experience of working within industry and trade association committees, using diplomacy to achieve consensus on key positions.