

# Energy Industries Council

## Job Description

|                       |                                            |                           |         |
|-----------------------|--------------------------------------------|---------------------------|---------|
| <b>Job Title:</b>     | Regional Analyst (North & Central America) | <b>Business Location:</b> | Houston |
| <b>Annual Salary:</b> | \$50,000 annually                          | <b>Benefits:</b>          | Full    |

|                                |                                           |                                   |                                                  |
|--------------------------------|-------------------------------------------|-----------------------------------|--------------------------------------------------|
| <b>Responsible to (Line):</b>  | Regional Manager, North & Central America | <b>Responsible to (Function):</b> | Head of Oil & Gas, London<br>Head of PNR, London |
| <b>Responsible for (Line):</b> |                                           | <b>Function: (If appropriate)</b> |                                                  |

### Purpose / Role

The role of the Regional Analyst, North & Central America, is to provide information on project-related and market business opportunities in the Oil & Gas, Power, Nuclear and Renewables sectors for those countries that fall within the remit of the Houston office including Canada, USA, Mexico, Guatemala, Belize, El Salvador, Honduras, Nicaragua, Costa Rica, Panama and the Caribbean.

The Regional Analyst, North & Central America will also be expected to assist the Regional Manager, North & Central America with the delivery of other related Market Intelligence products as and when required. In addition, the role requires the indirect management of the Houston-based Research Assistant for North & Central America, as to be defined by the Regional Manager, North & Central America and Heads of Oil & Gas and PNR, London.

### Key aims and objectives

- To provide in a timely manner, high quality, comprehensive, precise and accurate project information to populate EICDataStream.
- To research, compile and distribute relevant information to provide members a better understanding of imminent and critical developments in the region through EICDataStream, EIC publications, events and training, and Non-EIC publications and events.

### Prime responsibilities and duties

- Continually work towards a high-level understanding of Oil & Gas (upstream, midstream, downstream) and Power, Nuclear and Renewables project and market activity in the North & Central America region. Monitor market trends, including but not limited to geopolitics, project and business opportunities and market barriers, and highlight new developing areas beneficial to the EIC Membership.
- Provide project tracking and specific contract information to enhance EICDataStream and ensure all information added is of the highest quality, accurate, and provided in a timely manner. Quarterly quality checks required, identifying any gaps and making suggestions to Heads of Oil & Gas and PNR around the reduction of gaps, and overseeing any entry completed by the Research Assistant in Houston.
- Maintain regular contact with all sectors of the industry and stakeholders, to ensure the development of professional relationships with industry across Oil & Gas and PNR.
- To assist the Regional Manager, North & Central America in developing and delivering sector based events, and briefings to EIC members and industry; and, any other responsibilities as prescribed by the Regional Manager, North & Central America from time to time.
- As directed, attend and present at EIC commercial and technical meetings; and, attend where appropriate (and within the budget disciplines) seminars, conferences and workshops meeting objectives as agreed with the Regional Manager, North & Central America and Heads of Oil & Gas and PNR.
- Lead and contribute to the North & Central America Monthly Newsbrief, Monthly News, regional sections of Energy Focus (including sector articles in general) and other publications as may be required, ensuring professionalism, accuracy and timely delivery.
- Produce EIC Insight Sector Reports and Country Reports as guided by Heads of Oil & Gas and PNR.
- To provide EICDataStream training/demonstrations to EIC members and potential new members that are located in the North & Central America region.

### Allied occasional duties

- Support of EIC Overseas Events Team.
- Advise EIC Training Team.
- As directed, exercise other duties that the Houston office may require.
- As directed, exercise other relevant duties that the department may require.

### Key internal interfaces

- Works closely with Heads of Oil & Gas and PNR located in London head office.
- Support Analyst in London, Dubai, Kuala Lumpur and Rio, as directed.
- Report directly to Regional Manager, North & Central America.
- Liaise closely with Office & Events Associate Manager with regards to all administration and local events.
- Indirectly manage Research Assistant in Houston.

### Key external interfaces

- EIC Members
- EIC Non-Members
- Operators, Developers, Contractors
- Stakeholders such as government, trade associations and industry/UK-related organizations

### Core competencies

- Team player as well as being highly self-motivated
- Excellent communication skills both verbal and written, at the highest of standards of professionalism
- Comfortable and confident in client-facing role
- Proficient in Microsoft Office Suite, and data-entry software platforms
- Diligent, results oriented, organized, and ability to manage multiple projects
- Thorough understanding of the Oil & Gas, Power, Nuclear and Renewables sector, including project development, key market players, technology, and sector stakeholders
- Possess business and strategic awareness and the ability to identify key contract and financial information, the ability to decipher information and write and/or advise in a comprehensive, precise and accurate manner around reports/updates
- Ability to develop and maintain a network of contacts across sectors, and market stakeholders
- Familiarity with North & Central America energy sector and/or business culture

| Issued (date): | Signed by Line Manager: | Functional concurrence:<br>(if appropriate) | Signed by Employee: |
|----------------|-------------------------|---------------------------------------------|---------------------|
|                |                         |                                             |                     |