

## Report Coordinator

**Position:** Report Coordinator  
**Qualification:** Hydrographic surveyor/ Geophysical qualification or equivalent  
**Location:** Banbury, UK

### About XOCEAN

XOCEAN is an ocean data company – we collect data for clients ranging from mapping the seabed to monitoring the environment. However, we do this differently, instead of using conventional crewed survey ships, we have developed a marine robotic system known as an Uncrewed Surface Vessel (USV).

### Overview

Responsible for the overall reporting and delivery of the survey data collected, to a high quality and efficiently.

### Main Duties & Responsibilities

Responsibilities will include:

- Planning of processing workflow to meet project requirements and tracking the progress.
- Developing project reporting budgets.
- Overseeing a team of data processors, (inc mentoring, training and development).
- Survey data processing and reporting.
- Managing project processing budgets, assessing processing risks and providing feedback to the Survey Team Manager and the sales team.
- Diligent data management.
- Survey software Setup – offline hardware and software setup prior to project start up.
- Quality Control of survey data prior to data delivery.
- Liaising with clients to understand and feedback technical requirements.
- Preparation of technical reports and produce data for delivery within stated deadlines to a high standard.
- Small tasks befitting the running of the reporting department.

### On occasion this role may involve:

- Online surveying.
- Supporting with information for tenders.
- Managing and maintaining Quality, Environment and Health and Safety standards including updating, implementing and management of all ISO processes as appropriate to the role.
- Implementing, maintaining, managing and updating all standard operating procedures and processes appropriate to the role.

### Requirements: Essential Skills / Attributes and Experience

- Hydrographic Surveyor Qualification – Cat A or equivalent.
- Minimum 10 years processing experience of MBES, Side-scan Sonar, & Geophysical Data.
- Strong organisational skills.
- Experience of technical report writing. Including analysis of data from various survey sensors.
- Enthusiastic, flexible and proactive nature with a keen attention to detail.

### Desirable Experience

- Experience with pipeline data processing and eventing.
- Experience in data processing and QC of AUV data.
- ARC GIS and AutoCad knowledge would be an advantage.

- Experience of marine survey data post processing software (e.g. QINSy, POSpac MMS, Qimera, EIVA etc).

**Apply**

- Applicants must demonstrate how they meet the essential criteria. Desirable criteria may be used for further shortlisting.
- We thank all candidates for their interest, however due to very high volumes, only those who are selected for further consideration, will be contacted directly.
- To be eligible for this position you must have a valid working visa / permit to work in UK.
- Closing date for applications is 16 July 2021.
- Please apply online and follow the instructions or submit your CV to [careers@xocean.com](mailto:careers@xocean.com).

We are an equal opportunities employer. We welcome applications from all suitably qualified persons. However, as women are currently under-represented in our workforce, we would particularly welcome applications from women.