



Investor Relations and Communications Manager (London based)

Company Overview

EnQuest is an independent production and development company with operations in the UK North Sea and Malaysia. The Group's strategic vision is to be the operator of choice for maturing and underdeveloped hydrocarbon assets by focusing on operational excellence, differential capability, value enhancement and financial discipline.

We are committed to operating responsibly and will not compromise our health, safety or environmental standards to meet our business objectives. Through respect for our people, our contractors, our customers, our stakeholders and the environment, we will operate to achieve our principal aim: Safe Results, with no harm to people and respect for the environment.

We recognise that our people are critical to our success. We have a strong set of Values that underpin our way of working and are dedicated to delivering Safe Results. We provide a rewarding work environment, with opportunities for growth and learning while contributing to the delivery of our strategy. The successful candidate for this position will also be encouraged to contribute fresh ideas and take on new challenges that test their abilities and elevate their performance to new levels.

Position Overview

The Investor Relations and Communications Manager is a high-profile role in the organisation, working as part of a team to deliver high-quality, professional and consistent Group-wide communications output and support to EnQuest's internal and external stakeholders. In doing so, the candidate will ensure the Group's strategy and performance is well understood while maintaining and enhancing EnQuest's reputation. The successful candidate will be based in London and report to the Head of Investor Relations and Communications. They will be required to deputise on occasions, both at internal and external meetings and engagements. The role will cover the full range of Investor Relations activities and work closely with the Aberdeen-based Group Communications Manager to deliver effective internal and external communications. Given the role requires out of hours support on occasions, a flexible working environment will be provided.

Principal Accountabilities

- **Annual Report and Accounts:** develop and deliver appropriate content, including liaison with Group-wide content contributors; project/relationship management with external design agency from initial creative brief through to print/distribution
- **Financial and operational results announcements, press releases and Capital Market Days:** support the development and delivery of appropriate, verifiable content, including liaison with the finance, operations and management teams; assist in the development and review of associated presentation and "question and answer" materials for Executive Directors; provide project management support (reporting timetable, logistics and diary management, for example)
- **Equity and debt investor and research analyst engagement:** roadshow planning, management and participation; developing key messages, guiding and supporting Executive Directors and Management; investor targeting and management of the Group's client relationship management system; pro-active diary and calendar management for the team and Executive Management; analyst results consensus and NAV management
- **Digital IR/Social media communications:** ensure Corporate website and intranet are updated with relevant financial and operational information/disclosures; support the Group



Communications Manager as required to manage dissemination of content via relevant social media channels

- **Company Secretariat support:** deliver successful Shareholder meetings, such as the Annual General Meeting, and manage relevant Non-Executive Directors and Board Committee ad hoc requests
- **Share Register Analysis:** liaise with Company Secretariat, the Company's Registrars and Register analysis provider to deliver clear, accurate and timely summary reports and analysis to the Executive Director's and the Board as required
- **Board reporting and support:** assist in the provision of clear, timely, accurate and relevant reports, covering standard investor relations activity and any emerging market or societal themes, such as increasing ESG-related focus areas, for Board meetings and on an ad hoc basis
- **Forecast and budget:** assist in budgeting and forecasting for the function; responsibility for managing third-party supplier contracts
- **Group-wide internal and external communications support:** working closely with the Group Communications Manager and relevant operations and support functions to create and deliver comprehensive internal and external communications plans; support Group Communications Manager with crisis communications plans and practice; develop relevant media networks and relationships as required; develop and review "reactive" lines; deliver relevant employee "Town Hall" materials

Key relationships

Internal

- CEO, CFO, Executive Committee, including specifically country Managing Director's, Vice President, Finance, Group Business Development Director and Vice President, Strategy, M&A and Corporate Finance

External

- Corporate Brokers (JPMorgan Cazenove and Bank of America Merrill Lynch); Tulchan Communications (Financial PR and media agency); Annual Report and Accounts design agency; Website design and hosting agency

Person Specification

Interpersonal

- A strong team player with excellent networking and collaboration skills
- An ability to communicate and interact at all levels in the organisation: from the Board through to Group-wide employees
- Ability to support and cover for the Head of Investor Relations and Communications

Skills

- Strategic thinker with the ability to appreciate the wider picture and develop appropriate communication plans and response
- Professional, motivated, proactive and flexible, with a willingness to travel occasionally
- A self-starter who has the ability to work autonomously within designated areas of responsibility
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- Ability to work under pressure and deliver a high-quality product; occasionally out of hours to deliver the required capital markets communications
- Ability to work with/manage highly confidential information
- Excellent written and oral communication skills with a high level of attention to detail
- Willing to learn and develop, driving continuous improvement and applying out of the box thinking
- Very strong business acumen with awareness of the current business environment, challenges and changes
- Strong financial literacy and ability to simplify communications of complex financial data
- Highly competent on Microsoft Office, particularly Excel, Word and PowerPoint

Experience

- Robust understanding of capital markets, ideally having worked in investor relations or in a capital markets-related financial institution; good knowledge of UK Listing rules
- Strong project management and event planning
- Worked closely with Senior Management; ability to influence decision making at all levels
- Track record of developing strong formal and informal networks
- Track record of continuous improvement through change management
- Strong understanding of Corporate Governance; awareness of and responses to ESG-related trends
- Knowledge of the oil and gas industry, or similar capital intensive, long-life industry preferred, but not essential
- Digital communications experience preferred, but not essential
- Media relations experience preferred, but not essential

Qualifications

- Professional financial qualification (for example: Accountant or Chartered Financial Advisor)

Closing Date

- 26 July 2019