



# LOGISTICS & EXPORT CONTROL MANAGER

## **JOB PACK**

Support and guidance for candidates



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WELCOME TO  
**GARDLINE**

*Dear applicant*

*Thank you for your interest in the Logistics and Export Control Manager role at Gardline Limited. You'll be responsible for managing our dedicated logistics team and all aspects of the movement and compliance of equipment across the business.*

*You'll provide governance and assurance to the business that all logistics activities are undertaken in full compliance with all associated legislation and regulations and will act as the focal point for HMRC and other government bodies in relation to customs and export activities. You'll work closely with internal stakeholders and provide subject matter expertise where required in relation to international logistics, clearance formalities and export control matters.*



*Gardline Limited values diversity and is committed to creating an inclusive workplace where everyone can thrive. We welcome applications from individuals of all backgrounds and experiences.*

*For more detailed information about the role and the application process, please refer to the accompanying documents. Should you have any questions about the position, feel free to reach out to our Recruitment Team at [recruitment@gardline.com](mailto:recruitment@gardline.com).*

*If you are interested in working for us and believe that this job suits you, I encourage you to apply.*

*Best regards,*

*Sam Massingham*

Head of HR



Gardline

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OCEAN RESOLUTION

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# WHO WE ARE OUR MISSION

Everything we do is shaped by our vision and mission. From the people we recruit to the solutions and services we develop, we constantly strive for excellence, with industry leading, problem solving through offshore data-driven insight. By providing high quality data and expert analysis, we lay the foundations for efficient progress and sustainable growth.

We empower our energy clients through our marine surveys, with integrity, excellence and innovation; the keys to our success. You'll find such qualities in our people, our environment and our policies and practices. It's the way we encourage our staff to think, speak and behave. Above and below sea level, Gardline performs second to none in both worlds.

## **Our vision**

The importance of in-depth marine survey will continue to grow, especially due to the challenges of a transforming energy sector.

## **Our mission**

Gardline empowers the transforming energy sector by providing second to none marine surveying.

## **Our future**

With intelligent solutions, smart project control and in-house developed technologies, we work with our clients to deliver a cleaner, safer environment for tomorrow. Above and below sea level, Gardline performs second to none in both worlds.

# WHO WE ARE OUR VALUES

Our Values: Setting the tone for 'how we do things around here'

## **Safety**

Our people and their safety is the core of our success. Safety is the top priority in everything we do. Our behavioural safety program NINA targets No Injuries No Accidents to safeguard our colleagues and suppliers.

## **Responsibleness**

We are committed to conduct our business with integrity, honesty and fairness. Integrity is a prerequisite for success and an important cornerstone of our reputation. The impact of our activities on society and the environment is a key element in the way we conduct our day-to-day business.

## **Professionalism**

We strive to achieve the best results for the job without making promises we cannot deliver. With our expertise and experience in project management, operations and risk management we seek to deliver our projects safely, on time and within budget.

## **Entrepreneurship**

We offer innovative, competitive and sustainable solutions for our clients. With our strong business sense, we are forward thinking, exploring new ideas and opportunities. We take pride in creating new horizons.

## **Teamwork**

By working together we create new horizons. We approach our complex and specialist work with a collective mindset and the objective to excel. Collaboration within teams and cooperating with clients, suppliers and other stakeholders allows us to get the job done.

# OUR PARENT COMPANY



## BOSKALIS

A leading global dredging and offshore contractor and maritime services provider, Boskalis offer a unique combination of experts, vessels and activities. With their origins in the Netherlands, Boskalis have been operating for over 100 years. Today they create new horizons for their stakeholders in the ports, offshore energy, maritime and inland infrastructure markets. Boskalis acquired Gardline in 2018 and since then have been instrumental in the development, improvement and success of the business. We work closely with our counterparts in Papendrecht across the business. If you would like to find out more about Boskalis, visit [www.boskalis.com](http://www.boskalis.com).

# ORGANISATIONAL ARCHITECTURE

## SURVEY

Our Survey Division is responsible for end-to-end survey management, for our fleet of multi-role survey vessels and takes care of our offshore survey and marine crew. They organise crewing and travel needs, procuring supplies for the vessels, mobilisations, data acquisition and project management through to the final deliverable report to the client.

## GEOTECHNICAL

Our Geotechnical Division is responsible for end-to-end geotechnical management for our fleet of geotechnical vessels including, taking care of our offshore geotechnical crew, project management, data acquisition and analysis in our onshore laboratory, contributing to the final deliverable report to the client.

## ENGINEERING

Our Engineering Division is responsible for ensuring that all our equipment and technology is in good working order, available and on the vessels in good time, ready for our projects. The Workshop and Logistics Departments take the lead on this, whilst our Research and Development Teams work on equipment improvement and innovation. Our Positioning Team work on our navigation systems, ensuring we are in the right place at the right time.

## CENTRAL SERVICES

Central Services in Gardline comprises of the business functional needs, such as IT, Finance, HR, SHEQ, Facilities and Legal Departments and are essential in the smooth running of the business both operationally and for our people.



# TOP TALENT OPPORTUNITY

## LOGISTICS & EXPORT CONTROL MANAGER

**TEAM:** Central Services

**REPORTS TO:** Technical Director

**LOCATION:** Onshore. Hewett Park, Hewett Road, Great Yarmouth, NR31 0NN.

**DURATION:** The position is a full-time, permanent role, 37.5 hours per week.



## MAIN DUTIES

As part of our expansion, we have an exciting opportunity for a Logistics & Export Control Manager responsible for managing our dedicated logistics team and all aspects of the movement and compliance of equipment across the business. You'll provide governance and assurance to the business that all logistics activities are undertaken in full compliance with all associated legislation and regulations and will act as the focal point for HMRC and other government bodies in relation to customs and export activities. You'll work closely with internal stakeholders and provide subject matter expertise where required in relation to international logistics, clearance formalities and export control matters.

The position is based from our Great Yarmouth office therefore you will need to have a valid right to work in the UK.

### Your responsibilities as a Logistics & Export Control Manager

- Overall responsibility for the logistics, customs and export control functions and practise within the business.
- Performs internal stakeholder management and manage logistics team.
- Ensure all movement of equipment are completed effectively and in compliance within all necessary legislative requirements.
- Ensure all statutory required reporting to relevant authorities is submitted accurately and in a timely manner.
- Ensure the procedural framework and documentation for the management of material and equipment movements is suitable.
- Ensure business compliance to all HMRC requirements for import, export and licence control ensuring all document is managed and maintained to meet legislative requirements.
- Monitor and react to ongoing developments within the customs and legislative frameworks ensuring that any changes are highlighted and communicated to the business.
- Drive continuous improvement across the business with the adoption and implementation of systems and processes to include auditing. To enable the business to achieve customs accreditation or authorisations which provide benefit to the business.
- Track the status of existing export licenses and ensure timely renewals and/or amendments as required. Prepare and submit export license applications where needed to Export Control Licensing Unit and other appropriate government authorities.
- Verify that export shipments/transactions are properly classified and documented in accordance with the relevant licensing requirements and applicable export control regulations.
- Drive and participate in industry engagement forums relating to customs formalities.
- Provide advice and guidance in respect to logistics and customs support while undertaking any international projects.
- Manage and measure our supplier performance and rate on a continuous basis.
- Ensure compliance with guidance, legislation and regulations to ensure the health and safety of all employees and those engaged in the day-to-day operations of the business.
- Other responsible duties as requested by management

# TOP TALENT OPPORTUNITY

## PERSONAL SPECIFICATION

You can move ahead as a Logistics & Export Control Manager if you have;

### Required Qualifications and Skills:

- IATA, IMDG and ADR
- Completion of ECO Training in export licence application and control
- Tariff classification competency
- Detailed understanding of HMRC Rules and Regulations in key areas of customs and working in UKCS.
- Minimum 5 years' experience
- In depth knowledge and experience of international logistics by all modes of transport
- Comprehensive understanding of port, vessel and marine activities
- Experience using SPIRE export licensing system
- Strong management, organisational and communication skills



HORIZON GEODRILL

# WHAT YOU CAN EXPECT HERE

## HUMAN EXCELLENCE

Human Excellence is all about creating an environment at Gardline where you feel safe, connected and involved. Where you can work on your talents and bring out the best in yourself. It's about knowing and being able to be yourself, enjoying your work, being distinctive and finding balance in your work. We encourage everyone to constantly work on this and offer you the tools to support you. Human Excellence consists of four focus areas:



**Performance &  
Development**



**Vitality**



**Internal  
Mobility**



**Diversity &  
Inclusion**

# APPLICATION & INTERVIEWS

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## HOW TO APPLY

### Before you apply

Before you apply, please ensure that you have the necessary documentation (if applicable) including:

- Right to work in the UK
- Ability to pass any role specific training requirements

### How to apply

Please apply by uploading your CV and Cover Letter to our careers site.



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# APPLICATION & INTERVIEWS

## YOUR INTERVIEW

### Interviews

Should your application reach shortlisting, a member of our Recruitment Team will be in touch to schedule an interview. This will be at either one of our offices in Great Yarmouth or via Microsoft Teams. The interview may last up to 60 minutes with additional interviews scheduled afterwards if necessary.

We have three office locations in Great Yarmouth. Please take note of the location of your interview.

#### **Endeavour House**

Admiralty Road  
Great Yarmouth  
Norfolk  
NR30 3NG

#### **Prospect House**

Hewett Road  
Hewett Park  
Great Yarmouth  
Norfolk  
NR31 0NN

#### **Hewett Park**

Hewett Road  
Hewett Park  
Great Yarmouth  
Norfolk  
NR31 0NN



# APPLICATION & INTERVIEWS

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## HELPFUL INFORMATION

### Getting You Ready For Interview

To help you do your best at your interview, we have collated some helpful facts about Gardline which might be of help to you.

- Gardline was founded in 1969
- We employ over 500 people both onshore and offshore
- Gardline is a wholly owned subsidiary of Boskalis
- We have a fleet of 12, privately owned survey vessels
- We undertake geophysical, geotechnical and environmental surveys for offshore wind and oil and gas majors all over the world
- We provide marine surveys and data which support the construction of offshore energy assets
- We are known for our experienced staff, dedicated vessels, and state-of-the-art equipment.



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**GET IN TOUCH**

[recruitmentgardline.com](http://recruitmentgardline.com)

