# PROJECT MANAGER - GEOTECHNICAL

## JOB PACK

Support and guidance for candidates

Gardline

# TABLE OF CONTENTS


- Welcome to Gardline
- Our Mission
- Our Values
- Boskalis - Our Parent Company
- Organisational Architecture
- Top Talent Opportunity
- Human Excellence
- How to Apply
- Your Interview
- Helpful Information

WELCOME TO
# GARDLINE

*Dear applicant*

*Thank you for your interest in the Geotechnical Project Manager role at Gardline Limited.*

*As a Project Manager at Gardline you will be primarily responsible for the performance and lifecycle of a commercial project. Following a handover from the commercial team, you will be responsible for developing the project execution plans whilst keeping in touch with our clients on calls, visits or reports to update them on the progress of their project. You will need excellent people management skills as you will also maintain relationships with finance, HSSE and our Operations teams during the execution of the project. You will need an analytical mindset to track progress, forecast completion, look for opportunities for improvement and identify lessons learned.*

*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.*

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

*Best regards,*

*Alex Southgate*
Head of HR

MV OCEAN RESOLUTION

# 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.

Gardline

# 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.

**BOKA VANGUARD**

# 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.

Gardline

TOP TALENT
**OPPORTUNITY**

# PROJECT MANAGER - GEOTECHNICAL

**TEAM:** Geotechnical

**REPORTS TO:** Head of Geotechnical Projects

**LOCATION:** Onshore. Endeavour House, Admiralty Road, Great Yarmouth, NR30 3NG

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

Gardline

TOP TALENT
**OPPORTUNITY**

## MAIN DUTIES

As a Project Manager at Gardline you will be primarily responsible for the performance and lifecycle of a commercial project. Following a handover from the commercial team, you will be responsible for developing the project execution plans whilst keeping in touch with our clients on calls, visits or reports to update them on the progress of their project. You will need excellent people management skills as you will also maintain relationships with finance, HSSE and our Operations teams during the execution of the project. You will need an analytical mindset to track progress, forecast completion, look for opportunities for improvement and identify lessons learned.

This is an excellent opportunity for someone looking for the next step in their career to join this busy and exciting sector during the global energy transition.

**Your responsibilities:**

- Build effective client relationships as well as carrying out client visits and formal presentations.
- Co-ordination and management of projects, ensuring all financial, contractual and other obligations are achieved in accordance with the agreed terms of reference and in accordance with the Company's HSSE standards.
- Contribute to the effectiveness of the service through positive support and joint working with colleagues throughout the Group
- Demonstrate Health and Safety leadership
- Assist with any other reasonable duties as requested by the Business Line Manager. Additional training will be provided if required.

Gardline

TOP TALENT
**OPPORTUNITY**

## PERSONAL SPECIFICATION

You can move ahead as a Project Manager if you are/have the following;

- Educated to degree level or equivalent in a relevant discipline (technical or business)
- Project Management and or higher-level Leadership & Management qualification desirable
- A high level of numeracy
- A high level of proficiency with MS Office Suite of packages, particularly MS Excel, Word and Project
- Knowledge/experience within the offshore energy sector

**Other Requirements:**

- As an employee, you help maintain our company's quality, safety and environmental management system in the process of continuous improvement.
- As an employee, you assume, within your range of duties, your responsibility in following all the measures taken by the company regarding quality, safety and the environment.

HORIZON GEODRILL

Gardline

WHAT YOU 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**

Gardline

APPLICATION &
INTERVIEWS

## 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.

OCEAN ENDEAVOUR

Gardline

# 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

Gardline

APPLICATION &
INTERVIEWS

# 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 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.

**GET IN TOUCH**

recruitmentgardline.com

Gardline