

### JOB PROFILE

Commercial and operational responsibility for business activities within the elected Business Sector, in line with business goals, objectives and budget as agreed with the Management team. Supporting the Managing Director, responsibility for the management of all acquisition and operational activities undertaken, chiefly within your sector.

### REQUIRED KNOWLEDGE

- Minimum of 10 years' experience in marine civil engineering, preferably in the dredging industry.
- Degree level education.
- Knowledge of and experience working with various types of dredging equipment and methods.
- Knowledge of Finance, Contract Management and Project Management.
- Knowledge of QA and HSE.
- Knowledge of Intercultural Management.
- English language (fluent in written and spoken English).

### MAIN DUTIES

1. Manage acquisition and execution of projects within your sector
2. Develop and maintain good working relationships, both internally, with key stakeholders within the BWL & the Boskalis Group and externally (e.g. Clients, Partners and Suppliers);
3. Liaise with Area Europe and Boskalis departments accordingly
4. Contribute to the preparation of the Company's Management Planning System and Management Control System.
5. Ensure tenders are prepared, new contracts are acquired and projects are prepared and executed in line with Boskalis policies and procedures, as per the Home Market Management System
6. Ensure that an adequate risk analysis is prepared and evaluated during tender preparation and project execution where required
7. Ensure all risks connected with acquisition and execution of projects are controlled and managed adequately and in a timely manner, especially following financial risks which are mitigated in consultation with the BU Controller and Treasury Department
8. Manage all credit and political risks related to projects and clients of the Business Unit in tender phase as well as after contract award
9. Manage currency exposures against exchange rate risk
10. Manage fuel cost risk
11. Establish and maintain an organisation in support of achieving the agreed business goals and objectives, within budget
12. Provide and approve Terms of Reference for Project Managers in your sector before they commit to expenditure
13. Operate and maintain locally managed equipment in accordance with RBW standards and in accordance with local rules and regulations

# COMPETENCE PROFILE

## BUSINESS SECTOR MANAGER

### KEY COMPETENCES

Cooperation	A strong communicator, making sure to communicate important information to the team as well as clients. Your established knowledge and strong relationships allow you to run efficient, effective teams to produce the best possible outcomes.
Enterprising spirit	Always looking for new opportunities and continuously seeking improvements to internal practices. Powerful working relationships keep you informed of opportunities, and you take measures to follow these leads.
Professionalism	Helping colleagues constructively by highlighting areas for improvement, whilst constantly striving for continuous improvement, and building solid teams within your sector.

### JOB RELATED COMPETENCES

Leadership	Leading by example, you motivate and inspire your team. Yielding good performance through clear communication and taking action if performance is not satisfactory
Planning and organising	Working systematically, you set relevant priorities and are not easily disturbed. You are composed under pressure taking measures to restore order when necessary. You engage competent staff, by delegating tasks and taking interest in their development.
Listening	A good listener, showing that you have listened and understood clearly. Familiar with all your team members and clients, you continue to investigate all matters until a resolution has been found.
Communication	An effective communicator, who understands how to present information in a clear, and concise manner and is able to command the most effective methods assertively. Is able to communicate and understand the interests of the client and the company equally to ensure the best project methods and execution.
Result orientation	Committed to continuous improvement, and taking action to improve results at all times. Constantly monitoring performance, seeking more efficient and effective work methods.
Ability to manage stress	Continue to ensure the delivery of good quality work, even when working under tight deadlines or difficult external circumstances
Decisiveness	Taking final decisions, without unnecessary delay, explaining this clearly and assertively to the team.

### JOB PROFILE

Boskalis Westminster Project Manager's bear complete responsibility for project execution. This includes preparations, scheduling, execution, customer contacts, finances, HSE & QA, reports, and communicating with Plant Management and Dredging Departments. On site, the Project Manager is the customer's Boskalis representative.

### REQUIRED KNOWLEDGE

- Degree level education, and/or 5 years working experience within the Marine Civil Engineering industry.
- Knowledge and experience of techniques and working methods
- Existing knowledge and experience of the Boskalis organisation
- Project and Financial Management
- Knowledge of local laws and regulations including relating to work permits
- Knowledge of contracts
- Knowledge of the Boskalis quality and safety system
- Knowledge of Office software
- English language (written and spoken)
- Second foreign language (depending on the country in question)

### MAIN DUTIES

1. Responsible for proper project execution according to the legal and contractual requirements.
2. Maintaining and promoting good internal and external relationships and consulting with the customer, regulatory bodies, subcontractors, suppliers, and the government organisations and state-run enterprises involved (contractually) in project execution.
3. Works preparation including optimising working processes. Recognising when internal or external expertise are required.
4. Drafting work budgets, managing cost control systems (budget control report) and the various reports, including the final report (in a JV, that includes reports drawn up for partners).
5. Managing long-term workforce and equipment scheduling on site. Meeting need for employees whilst consulting with HR. Working with the Management team to coordinate the deployment of equipment.
6. Assisted by Works Manager and Superintendents, supervising, motivating and guiding the project organisation. Organising employees' work, and coordinating this with work carried out by subcontractors'. Monitoring progress and quality of delegated work.
7. Purchasing and subcontractor agreements.
8. Guaranteeing the agreements made and contractual position, and consulting on contract deviations.
9. Drafting, implementing and sanctioning the HSE and QA plan.
10. Submitting invoices for instalments and work performed in good time and ensuring that payment is remitted as quickly as possible (thereby minimising the working capital).
11. Executing the project within the agreed timeframe and budget, to the customer's satisfaction.
12. Dealing with claims, damage and potential liabilities immediately.

# COMPETENCE PROFILE

## PROJECT MANAGER

### KEY COMPETENCES

Collaboration	Managing a team of people who work together to execute the project effectively. Contributing to the final result, giving the commercial and team interests priority.
Enterprising attitude	Recognise potential business opportunities and take action to investigate them. Actively seek out new leads and customers, being inventive and creative in these efforts.
Professionalism	Aim to perform your work as well as possible, do everything possible to improve performance. Represent Boskalis effectively with clients. Commit to continuous development.

### JOB RELATED COMPETENCES

Management	<ul style="list-style-type: none"> <li>- Creating a good atmosphere within your team</li> <li>- Distributing tasks to, and manage the team making sure that expectations are clear</li> <li>- Take action if performance is dissatisfactory</li> <li>- Delegate tasks, responsibilities and resources to achieve the desired results.</li> </ul>
Forming an opinion	<ul style="list-style-type: none"> <li>- Use a flexible approach to solving complicated problems</li> <li>- Answering problems quickly and effectively, based on the data available, assessing alternative solutions, and taking all the relevant aspects into account</li> <li>- Be able to accurately assess the impact of any problems that arise on the project objective</li> <li>- Deal with employee queries constructively</li> </ul>
Flexible behaviour	<ul style="list-style-type: none"> <li>- Adjust your management style when it is required, and do so willingly</li> <li>- Adjust your leadership style to your employees' work experience.</li> </ul>
Negotiation	<ul style="list-style-type: none"> <li>- Set your own targets, making sure that they satisfy all key stakeholders requirements</li> <li>- Decide your own limits and possible concessions in advance</li> <li>- Seek solutions acceptable to all parties</li> </ul>
Customer focus	<ul style="list-style-type: none"> <li>- Represent Boskalis, maintaining active contact with clients;</li> <li>- Understand clients requirements and act accordingly, resulting in satisfied customers</li> <li>- Make firm agreements with clients about performance and service, and stick to these</li> <li>- Respond complaints, taking action promptly</li> </ul>
Initiative	<ul style="list-style-type: none"> <li>- Drive the team, always taking action to increase productivity</li> </ul>

### JOB PROFILE

Boskalis Westminster Liaison Officer provides seamless communication between the Stakeholders and the Contractor's project team to ensure efficient and effective execution of the project. He is critically involved in the preparations, scheduling, execution, customer contacts, HSE & QA, reports, and communicating with Plant Management and Dredging Departments.

### REQUIRED KNOWLEDGE

- Degree level professional education with 5 years minimum experience working within the marine civil engineering sector. Preferably, in the Dredging industry.
- Knowledge and experience of techniques and working methods
- Existing knowledge and experience of the Boskalis organisation
- Project and Financial Management
- Knowledge of local laws and regulations (including relating to work permits)
- Knowledge of contracts
- Knowledge of the Boskalis quality and safety system
- Knowledge of Office software
- English language (written and spoken)

### MAIN DUTIES

1. Responsible for coordination of project execution according to the legal and contractual requirements.
2. Maintaining and promoting good internal and external relationships and consulting with the customer, regulatory bodies, subcontractors, suppliers, and the government organisations and state-run enterprises involved (contractually) in project execution.
3. Involved in works preparation including optimising working processes. Recognising when internal or external expertise are required.
4. Involved in managing long-term workforce and equipment scheduling on site. Resourcing staff in cooperation with the HR Dep.
5. Coordinates with Works Manager and Superintendents, supervising, motivating and guiding the project organisation. Organising employees' work, and coordinating this with work carried out by subcontractors'. Monitoring progress and quality of delegated work.
8. Assists with the agreements made and contractual position, and consulting on contract deviations.
9. Assists with drafting, implementing and sanctioning the HSE and QA plan.
10. Coordinating the submission of invoices for instalments and work performed in good time and ensuring that payment is remitted as quickly as possible (thereby minimising the working capital).
11. Coordinating the executing the project within the agreed timeframe and budget, to the customer's satisfaction.
12. Assists with claims, damage and potential liabilities immediately.

# COMPETENCE PROFILE

## LIASON OFFICER

### KEY COMPETENCES

Collaboration	Managing a team of people who work together to execute the project effectively. Contributing to the final result, giving the commercial and team interests priority.
Enterprising attitude	Recognise potential business opportunities and take action to investigate them. Actively seek out new leads and customers, being inventive and creative in these efforts.
Professionalism	Aim to perform your work as well as possible, do everything possible to improve performance. Represent Boskalis effectively with clients. Commit to continuous development.

### JOB RELATED COMPETENCES

Management	<ul style="list-style-type: none"> <li>- Creating a good working relationship with the stakeholders and project team.</li> <li>- Understanding tasks to, and coordinating the team making sure that expectations are clear</li> <li>- Take action if performance is dissatisfactory</li> <li>- Coordinating tasks, responsibilities and resources to achieve the desired results.</li> </ul>
Forming an opinion	<ul style="list-style-type: none"> <li>- Use a flexible approach to solving complicated problems</li> <li>- Answering problems quickly and effectively, based on the data available, assessing alternative solutions, and taking all the relevant aspects into account</li> <li>- Be able to accurately assess the impact of any problems that arise on the project objective</li> <li>- Deal with Client queries constructively</li> </ul>
Flexible behaviour	<ul style="list-style-type: none"> <li>- Adjust your management style when it is required, and do so willingly</li> <li>- Adjust your leadership style to the Client's work experience.</li> </ul>
Negotiation	<ul style="list-style-type: none"> <li>- Set your own targets, making sure that they satisfy all key stakeholders requirements</li> <li>- Decide your own limits and possible concessions in advance</li> <li>- Seek solutions acceptable to all parties</li> </ul>
Customer focus	<ul style="list-style-type: none"> <li>- Represent Boskalis, maintaining active contact with Clients;</li> <li>- Understand Clients requirements and act accordingly, resulting in satisfied customers</li> <li>- Make firm agreements with the Client about performance and service, and stick to these</li> <li>- Respond complaints, taking action promptly</li> </ul>
Initiative	<ul style="list-style-type: none"> <li>- Assist in driving the team, always taking action to increase productivity</li> </ul>

# COMPETENCE PROFILE

## WORKS MANAGER

### JOB PROFILE

Managing and monitoring the execution of Boskalis projects, under general supervision of the Project Manager (PM).

### REQUIRED KNOWLEDGE

- Minimum of 5 years professional experience in marine civil engineering.
- Higher professional degree or In-house equivalent training.
- Knowledge of Office software
- Fire-fighting, survival at sea, VOL-VCA and First Aid
- Project Management
- Knowledge of local laws and regulations (inc permit to work)
- Good command of English (written and spoken) and a second foreign language (depending on the country in question)
- Knowledge of the Boskalis quality and safety system. Existing knowledge and experience of the Boskalis organisation structure .
- Knowledge and experience in techniques and work processes

### MAIN DUTIES

*Dependent on scale and complexity of a project these tasks may be undertaken in this role, either independently or as part of a team.*

1. Preparing and managing project execution incl. setting up site, planning material use and equipment requirements, importing and exporting equipment and materials, preparing execution plans, and discussing works budget and execution principles (assisted by PM).
2. Supervising, and motivating Superintendents, crew, fleet staff, Plant Management staff and Surveyors. Ensuring clear communication between onshore (staff) and vessel.
3. Maintaining and promoting good relationships and communication with client, key stakeholders, JV partners and third parties.
4. Planning project staffing, crewing and equipment. Drawing up and checking leave schedules.
5. Consulting the Project Manager to draw up required material estimates, desired completion times and production times. Advising on purchase of new equipment and required adjustments to existing equipment. Working with Plant Management and Survey, developing policies for auxiliary equipment and spare parts. Responsible for the in-survey and out-survey of equipment.
6. Preselecting materials and subcontractors, conducting preparatory interviews with subcontractors, suppliers of materials, machinery leasing firms and (where applicable upon the approval of the Project Manager or Project Director) drawing up contracts.
7. Noting and reporting deviations from contracts.
8. Performing works progress checks and taking action to resolve any issues, e.g. timescales or quality. Reporting on these checks to team and key stakeholders during construction and staff meetings.
9. Providing data for submission of instalments and invoices for work performed.
10. Pro-actively working on production optimisation and cost control.
11. Responsible for updating a site logbook and providing information for the project and final report.
12. Implementing and sanctioning the HSE and QA plan.
13. Deputising for project manager when necessary.

### KEY COMPETENCES

Cooperation	As part of the project team you strive to perform effectively; Working closely with Project Manager; Excellent communication skills as a central role between the Project Manager and other parties such as the vessels, superintendents; Contributing to the project putting the team's interests first.
Entrepreneurship	Showing accountability, being decisive, and taking responsibility for bringing a project to a satisfactory end; Recognise potential business opportunities and take action to investigate them.
Professionalism	Aim to perform your work as well as possible, do everything possible to improve performance. Commit to continuous development.

### JOB RELATED COMPETENCES

Planning and organising	Developing a realistic work plan with clear goals; Clear communication of targets to project team, and ensuring that all staff have the right tools to do the job; Flexibility in problem solving, modify existing plans if necessary and setting new priorities, without deviating from the original project aims and objectives.
Decisiveness	Taking practical decisions about project execution, after careful consideration and discussing with your Project Manager; Taking final decisions, without unnecessary delay, explaining this clearly to the team.
Communication	Use clear communication to illustrate your ideas and support your opinion to your team, incl. customers and employees, to; Present logical and relevant arguments in a constructive manner.
Result-oriented	Ensure effective and efficient project progress delivering on time and within budget wherever possible; Consistently monitor results and ensure others to do the same; To enable fast responses, be familiar with the organisation, incl. key role, positions and projects.
Ability to manage stress	Continue to ensure the delivery of good quality work, even when working under tight deadlines or difficult external circumstances

# COMPETENCE PROFILE

## CHIEF SURVEYOR

### JOB PROFILE

The Surveyor is expected to initiate, carry out (or have carried out) and report on all surveying and hydrographical work for their projects, including supervising trainees and local surveyors.

### REQUIRED KNOWLEDGE

- Minimum of 10 years' experience within the Hydrographic industry
- Recognised degree in Hydrographic Surveying or other relevant degrees and experience within the industry
- Survey-specific applications
- Knowledge of computer applications (Windows, MS Office, Autocad (LD97))
- User's knowledge of DredgeView
- Computer knowledge at system level (installing, troubleshooting)
- Knowledge of all relevant survey equipment
- Knowledge of acoustic measuring techniques
- Knowledge of hydrographical measuring systems
- Knowledge of all applicable/available calibration methods
- Basic knowledge of installation technology (specifically power)
- Basic knowledge of radio waves
- Topographic knowledge
- Hydrographic knowledge equivalent to the "Standards of Competence for Hydrographic Surveyors, level A" of the IHO, insofar as relevant for the dredging industry
- Knowledge of the Boskalis QA system
- Basic knowledge of dredging techniques at VOUB level (specifically dredging equipment and types of soil)
- Knowledge of Intercultural Management.
- Fluent in English (written and spoken) and a basic command of a second foreign language

### MAIN DUTIES

1. Setting up, installing and then independently executing all surveying and hydrographical work for a project ("own work").
2. Administering the project survey data.
3. Reporting according to the Boskalis QA system.
4. Performing all relevant calibrations.
5. Solving technical surveying problems (approx. 80%) during a project.
6. Supervising trainees and local surveyors.
7. Explaining the survey results to the Project Manager and client

### KEY COMPETENCES

Cooperation	Working as part of a team, you make sure you communicate important survey information to the team, contributing to achieving the best possible project result.
Entrepreneurship	Performing a cost-benefit analysis for every survey activity, that considers the customer wishes/needs as well as Boskalis's.
Professionalism	Listening to constructive criticism and striving for continuous improvement. Helping colleagues constructively by highlighting areas for improvement.

### JOB RELATED COMPETENCES

Sensitivity	Good listener with excellent verbal and non-verbal communication skills, with empathy and understanding of the feelings of others.
Communication	Capable of presenting arguments constructively to others (such as PM or customer), e.g. when discussing the accuracy of measurements.
Problem analysis	Detecting problems and isolating their causes.
Creativity	Solving problems, with a flexible approach to solutions.
Organisational sensitivity	Awareness of the consequences of your actions for the rest of the organisation.
Self-development	Understanding your own strengths and weaknesses and taking responsibility for your personal development; You are aware of trends and developments in the field.
Delegating	Supervising trainees and local surveyors by delegating tasks and responsibilities along with the necessary instructions and monitoring their progress and results.
Client focus	As part of the operational team, you know what the Project Manager requires and render services for the client in consultation with the PM, whilst also anticipating the wishes of the PM and the customer.
Ability to manage stress	Continue to ensure the delivery of good quality work, even when working under tight deadlines or difficult external circumstances.



## JOB PROFILE

The Superintendent (under Works Manager or Project Manager) manages and supervises the execution of projects or parts of projects.

### REQUIRED KNOWLEDGE

- Graduate of Boskalis 1 year Training Scheme which provides practical project experience such as:
  - stone dumping, bank protection, bed protection, currents and tides, jetties and groynes
  - hopper work, cutter work, backhoes, clamshells, grabs, dumping, environmental dredging, small-scale dredging
  - pipes and ducts, landfalls and outfalls
- 1 year of practical experience within the industry in a Junior Superintendent role
- Firefighting, survival at sea, VOL-VCA and first aid Basic knowledge of techniques used and working methods
- Knowledge of Office software
- English language (written and spoken)
- Second foreign language (depending on the country in question)
- Knowledge of Boskalis quality and safety systems
- Basic knowledge of dimension technology
- Supplementary courses Communication and Intercultural Management
- Knowledge of the Boskalis organisation structure.

### MAIN DUTIES

*The size and complexity of a project determine which of these tasks are performed by the Superintendent, either independently or as part of a team.*

1. Making on-site preparations for the project.
2. Using the project planning to draw up a detail planning for the aspects of the project they are responsible for and monitoring progress ensuring staff, equipment and materials are in place.
3. Supervising details and dimensions.
4. Managing, instructing, adjusting and motivating various teams of workers, both colleagues, subcontractors, and hire plant operators.
5. Informing the Technical Department of defects to machinery, systems and equipment, following up on investigations and repairs.
6. Updating daily site report, including work performed, materials used, weather data, personnel deployed, equipment and subcontractors. Drawing up weekly and daily operational reports.
7. Checking the work for proper execution and quality, as well as following up and optimising the productions.
8. Indicating and reporting deviations with respect to the contract, e.g. deviating soil conditions or deviations with respect to the original planning.
9. Maintaining and encouraging a good relationship with the client and holding consultations with its supervisors.
10. Estimating and dealing with risks with respect to soil conditions, feasibility, etc.
11. Executing HSE and QA plan.
12. Empathising with the project-related tasks of the Works Manager for the purposes of deputising in his or her absence.

# COMPETENCE PROFILE

## SUPERINTENDANT

### KEY COMPETENCES

Cooperation	Working as part of a team, you make sure you communicate important information to the team, contributing to achieving the best possible project result.
Enterprising spirit	Performing a cost-benefit analysis for every activity, that considers the customer needs as well as Boskalis'.
Professionalism	Listening to constructive criticism and striving for continuous improvement. Helping colleagues constructively by highlighting areas for improvement.

### JOB RELATED COMPETENCES

Planning and organising	Ensuring that workers have the proper tools and information to carry out their duties correctly and safely. Consulting with line manager to find effective solutions to any changes in project planning to ensure delivery of original targets for project execution.
Verbal communication	Ability to communicate clearly and in comprehensible language (for example when presenting a report on measurements you have performed); Listening and applying information from briefings and articulating questions or relevant information clearly.
Ability to adjust	Consistently and effectively adapting to new or unexpected tasks, or changes in work environment. Adjusting schedule or targets quickly and easily if required to do so.
Flexible behaviour	Adjusting working style willingly when it is required. Adjusting communication style based on level of experience of the person.
Problem analysis	Detecting problems and isolating their causes.
Initiative	Taking action to efficient and effective execution of your duties and projects. Anticipating possible issues and solutions before they arise, pro-actively seeking alternatives.

## JOB PROFILE

The Surveyor is responsible for independently executing, processing and providing feedback on surveying and hydrographical measurements.

## REQUIRED KNOWLEDGE

- Minimum of 4 years' experience within the Hydrographic industry
- Recognised degree in Hydrographic Surveying or other relevant degrees and experience within the industry
- Survey-specific applications
- Knowledge of computer applications (Windows, MS Office, Autocad)
- User's knowledge of DredgeView
- User's knowledge of instruments (echo sounder, theodolite, total station, DGPS location system)
- Geodetic and hydrographical knowledge
- Basic knowledge of dredging techniques (specifically dredging machinery)
- English language (reasonably competent)

## MAIN DUTIES

1. Performing surveying and hydrographical measurements independently.
2. Processing the measurement data (for example producing drawings and maps).
3. Presenting the measurement data within one's own project team.
4. Performing simple control measurements and calibrations.
5. Executing simple volume calculations.
6. Producing simple theoretical designs.

# COMPETENCE PROFILE

## SURVEYOR

### KEY COMPETENCES

Cooperation	Working as part of a team, you make sure you communicate important survey information to the team, contributing to achieving the best possible project result.
Entrepreneurship	Performing a cost-benefit analysis for every survey activity, that considers the customer wishes/needs as well as Boskalis's.
Professionalism	Listening to constructive criticism and striving for continuous improvement. Helping colleagues constructively by highlighting areas for improvement.

### JOB RELATED COMPETENCES

Progress monitoring	Independently keeping track of your progress, taking action if you fall behind; Note delays in surveying activities, taking the initiative to report such delays
Drawing conclusions	<input type="checkbox"/> Using initiative and flexibility in problem solving to find solutions.
Ability to learn	<input type="checkbox"/> Committed to continuous development, taking an interest in your discipline and learning.
Result-oriented	Demonstrating a responsibility for obtaining survey results; <input type="checkbox"/> Persevering to obtain the necessary results at all costs; Finding alternative solutions when necessary so work can proceed without delay.
Ability to adjust	Being flexible when it comes to working pattern and circumstances; Adapting to other cultures and customs, as well as diverse living conditions (e.g. when working abroad).
Tenacity	<input checked="" type="checkbox"/> Persevering in the face of adversity, dealing constructively with opposition and persisting to achieve results.
Written communication	Producing clearly written reports describing results accurately; Documenting work and keeping accurate and well-organised records of completed work, communicating clearly to ensure others understand what has been done.
Verbal communication	<input checked="" type="checkbox"/> Ability to communicate clearly and in comprehensible language (for example when presenting a report on measurements you have performed); Listening and applying information from briefings and articulating questions or relevant information clearly.

# COMPETENCE PROFILE

## SHE-Q OFFICER

### JOB PROFILE

As the SHE-Q Officer, you will provide SHE-Q support for Operations, projects and other Departments concerning SHE-Q matters.

### REQUIRED KNOWLEDGE

- NEBOSH General Certificate, or equivalent
- AIEMA Certificate / Membership
- IRCA Registered Internal Quality Auditor course
- Experience of a Health and Safety, Environment and/or Quality background
- NVQ Level 4 in a related / complementary subject
- Trained Trainer
- Powerpoint / MS office
- Confident in presenting information to large groups of various abilities
- Good written and spoken English
- Up to date knowledge of new legislation

### MAIN DUTIES

- Assist in ensuring that the Company's SHE-Q system maintains its compliance with the requirements of ISO 9001/ 14001 and OHSAS 18001.
- Assist with the administration of the SHE-Q system (including Corporate / Area Europe targets, and compliance monitoring of SHE-related legislation).
- Provide as necessary, ongoing maintenance of the SHE-Q system's procedures and associated documents.
- Conduct investigations of project-based SHE-related incidents and accidents, and compile reports accordingly.
- Co-ordination of procedures and processes related to SHE-Q induction presentation, audit reporting (both internal and external), non-conformance reporting, incident reporting, accident reporting, corrective / preventative actions and customer complaints.
- Reporting to the SHE-Q Manager of any opportunities to continually improve the SHE-Q system.
- Assist with the establishment of a SHE-Q audit programme / audit schedule, and conduct audits and site inspections accordingly.
- Provide SHE-Q support for project teams during preparation and execution. Advise project teams on matters related to project SHE-Q plans and similar documents.
- Provide SHE-Q support for staff departments, including office SHE-related issues.

### KEY COMPETENCES

Cooperation	Finding solutions to problems by working as a team with other Boskalis departments. Contributing ideas and work to achieve common goals.
Enterprising spirit	Investigating customer needs and adapting to changing expectations. Ensuring or contributing to performance of business analysis (costs/benefits) for all activities.
Professionalism	Taking on board constructive criticism and striving for continuous improvement to deliver projects to the best quality possible. Adhering to norms and values, even when these are not the most convenient option. Keeping to promises and agreements.
Equal Opportunities	Treating all fellow colleagues and clients equally.
Health & Safety	Adopt the NINA Values and Rules. Comply with the BWL SHE-Q System policies and procedures.

### JOB RELATED COMPETENCES

Initiative	Taking action to efficient and effective execution of your duties and projects. Anticipating possible issues and solutions before they arise, pro-actively seeking alternatives.
Planning and Organisation	Setting relevant priorities, and creating and enabling conditions for carrying out work in a structured, organised and efficient fashion. Consistently checking the progress of duties or projects.
Customer Focus	Friendly and helpful communicator. Ensuring queries are resolved adequately, to develop positive client relationships and promote an excellent brand image.
Organisational and Safety Awareness	Ensuring that you and employees are updated on health and safety in the workplace.
Ability to Adapt	Consistently and effectively adapting to new or unexpected tasks, or changes in work environment. Adjusting schedule or targets quickly and easily if required to do so.



## JOB PROFILE

Ultimate responsibility for the safety of the ship, people on board and cargo. Responsible for ensuring that all dredging or stone dumping processes are carried out as safely and efficiently as possible.

### REQUIRED KNOWLEDGE

- STCW95 Certificate of Competence as required by the state
- Relevant marine qualifications relating to size and location of vessel (Essential)
- Essential training: Fire Fighting, Survival at Sea, First Aid.
- Thorough established knowledge of dredging processes
- Specific dredger related experience of navigation and anchoring
- Thorough knowledge and experience with systems on the bridge
- Thorough theoretical knowledge of dredging processes through in-house simulator training courses
- Followed training courses and refresher courses to keep theoretical knowledge and the use of new data systems on the bridge up-to-date
- Good command of the English language (both written and verbal)
- Knowledge of dimensioning techniques, positioning systems and a grasp of survey applications
- Knowledge of legislation and regulations, Plant Management System, and of Occupational Health and Safety Regulations
- Knowledge of classification and flag state requirements
- Knowledge of computer applications (Standard and Maximo)
- Knowledge of project management and related IT applications
- Knowledge of the Boskalis in particular CTD and HR crewing
- Knowledge of personnel management

### MAIN DUTIES

1. Responsible for the safe navigation and anchoring of vessel, and for supervising others doing so, under all conditions.
2. Ensure adherence to all applicable legislation and regulations and to the Plant Management System. Ensure that everybody on board adheres to these regulations in accordance with, *inter alia*, the International Safety Management code.
3. Working with site management to plan approach for execution of works. Responsible for performance of dredging works taking due account of soil and weather conditions.
4. Managing and training crew members and supervising trainees.
5. Draft work schedules and duty rosters, and supervise the execution of the instructions and/or the work.
6. Ensure effective communication among crew members, other ships, site management, dump site, CTD, and HR Crewing.
7. Responsible for directing and supporting personnel operating auxiliary equipment when providing assistance to the ship.
8. Promoting a good atmosphere on board, maintaining discipline and ensuring domestic regulations and individual employment agreements are adhered to. If issues are raised, depending on their nature, conduct talks with HR Crewing or the Plant Manager and keep site management informed.
9. As a Boskalis representative, employ and uphold Boskalis policy.
10. Within the Boskalis policy framework, take initiatives with respect to equipment and execution e.g. suggest improvements.
11. Working with CTD, ensure equipment is maintained and repaired as necessary.
12. Keep effective and transparent records and reports.
13. Ensuring stock of spare parts on board and on site (with CTD).
14. Keeping and updating all technical documents and drawings.

# COMPETENCE PROFILE

## MASTER

### KEY COMPETENCES

Cooperation	Working as part of a team, you make sure you communicate important information to the team as well as clients, contributing to achieving the best possible project result. Living and working with your team members on-board, you are helpful and understanding of human differences, and handle the privacy of colleagues in a respectful manner.
Enterprising spirit	Performing a cost-benefit analysis for every activity, always looking for efficiencies in the dredging process, and considering the customer needs.
Professionalism	Listening to constructive criticism and striving for continuous improvement. Helping colleagues constructively by highlighting areas for improvement.

### JOB RELATED COMPETENCES

Leadership	Managing the crew, ensuring that all crew understand expectations, taking individual abilities into account. Leading by example, you motivate and inspire crew. Yielding good performance through clear communication and taking action if performance is not satisfactory
Planning and organising	Working systematically, you set relevant priorities and are not easily disturbed. You are composed under pressure taking measures to restore order when necessary. You engage competent crew, by delegating tasks.
Listening	A good listener, showing that you have listened and understood clearly what you crew are saying. Familiar with all your crew members, you continue to investigate all concerns until a resolution has been found.
Communication	An effective communicator, who understands how to present information in a clear, and concise manner and is able to command the most effective methods assertively.
Result orientation	Committed to continuous improvement, and taking action to improve results at all times. Constantly monitoring performance, seeking more efficient and effective work methods.
Ability to manage stress	Continue to ensure the delivery of good quality work, even when working under tight deadlines or difficult external circumstances
Decisiveness	Taking final decisions, without unnecessary delay, explaining this clearly and assertively to the team.

### JOB PROFILE

Full responsibility for the safety of the assigned vessel, equipment and people on board always. Responsible for ensuring that dredging is efficient, effective and executed safely.

### REQUIRED KNOWLEDGE

- STCW95 Certificate of Competence as required by the state
- Relevant marine qualifications relating to size and location of vessel (Essential)
- Essential training: Fire Fighting, Survival at Sea, First Aid.
- Thorough established knowledge of dredging processes
- Specific dredger related experience of navigation and anchoring
- Thorough knowledge and experience with systems on the bridge
- Thorough theoretical knowledge of dredging processes through in-house simulator training courses
- Followed training courses and refresher courses to keep theoretical knowledge and the use of new data systems on the bridge up-to-date
- Good command of the English language (both written and verbal)
- Knowledge of dimensioning techniques, positioning systems and a grasp of survey applications
- Knowledge of legislation and regulations, Plant Management System, and of Occupational Health and Safety Regulations
- Knowledge of classification and flag state requirements
- Knowledge of computer applications (Standard and Maximo)
- Knowledge of project management and related IT applications
- Knowledge of the Boskalis in particular CTD and HR crewing
- Knowledge of personnel management

### MAIN DUTIES

1. Responsible for the safe navigation and anchoring of vessel, and for supervising others doing so, under all conditions.
2. Ensure adherence to all applicable legislation and regulations and to the Plant Management System. Ensure that everybody on board adheres to these regulations in accordance with, *inter alia*, the International Safety Management code.
3. Working with site management to plan approach for execution of works. Responsible for performance of dredging works taking due account of soil and weather conditions.
4. Managing and training crew members and supervising trainees.
5. Draft work schedules and duty rosters, and supervise the execution of the instructions and/or the work.
6. Ensure effective communication among crew members, other ships, site management, dump site, CTD, and HR Crewing.
7. Responsible for directing and supporting personnel operating auxiliary equipment when providing assistance to the ship.
8. Promoting a good atmosphere on board, maintaining discipline and ensuring domestic regulations and individual employment agreements are adhered to. If issues are raised, depending on their nature, conduct talks with HR Crewing or the Plant Manager and keep site management informed.
9. As a Boskalis representative, employ and uphold Boskalis policy.
10. Within the Boskalis policy framework, take initiatives with respect to equipment and execution e.g. suggest improvements.
11. Working with CTD, ensure equipment is maintained and repaired as necessary.
12. Keep effective and transparent records and reports.
13. Ensuring stock of spare parts on board and on site (with CTD).
14. Keeping and updating all technical documents and drawings, or for having others do so.

# COMPETENCE PROFILE

## SKIPPER

### KEY COMPETENCES

Cooperation	Working as part of a team, you make sure you communicate important information to the team as well as clients, contributing to achieving the best possible project result. Living and working with your team members on-board, you are helpful and understanding of human differences, and handle the privacy of colleagues in a respectful manner.
Enterprising spirit	Performing a cost-benefit analysis for every activity, always looking for efficiencies in the dredging process, and considering the customer needs.
Professionalism	Listening to constructive criticism and striving for continuous improvement. Helping colleagues constructively by highlighting areas for improvement.

### JOB RELATED COMPETENCES

Leadership	Managing the crew, ensuring that all crew understand expectations, taking individual abilities into account. Leading by example, you motivate and inspire crew. Yielding good performance through clear communication and taking action if performance is not satisfactory
Planning and organising	Working systematically, you set relevant priorities and are not easily disturbed. You are composed under pressure taking measures to restore order when necessary. You engage competent crew, by delegating tasks.
Listening	A good listener, showing that you have listened and understood clearly what you crew are saying. Familiar with all your crew members, you continue to investigate all concerns until a resolution has been found.
Communication	An effective communicator, who understands how to present information in a clear, and concise manner and is able to command the most effective methods assertively.
Result orientation	Committed to continuous improvement, and taking action to improve results at all times. Constantly monitoring performance, seeking more efficient and effective work methods.
Ability to manage stress	Continue to ensure the delivery of good quality work, even when working under tight deadlines or difficult external circumstances
Decisiveness	Taking final decisions, without unnecessary delay, explaining this clearly and assertively to the team.

## 1. General

As Captain in command of a Company Vessel, you are ultimately responsible for the proper, safe and secure operation of the Vessel and her crew.

You are the Company representative of onboard the vessel, and act on the Company's behalf.

You shall provide leadership towards achieving the "No Incident, No Accident" objectives of our company and complying with the RBW NINA policies.

## 2. Basic Role

You will ensure that the Vessel and its crew are properly managed and comply with the law, and the Fleet Management System of the Company.

Whilst on board, you are responsible for the Vessel at all times.  
Inclusive in these duties (but not exhaustive):

- That the Vessel and crew remain safe at all times, and it is maintained and operated in an efficient manner.
- Accidents, damages, environmental incidents and near misses are prevented if at all possible;
- The visitors and third parties remain safe and secure;
- The crew and others on board work safely, in compliance with the "Safety Instructions" in the Yellow/Black Safety Booklet.

You will ensure that there is an appropriate and functional communication with:

- The crew;
- Others, including visitors;
- Any Superintendent in charge;
- The Project Management; and
- The designated Fleet Management Team of the Company.

In addition you will ensure that your orders and instructions are fully understood by the crew, and any others on board of your Vessel.

Furthermore you shall ensure that the crew are (in line with their responsibilities) involved in the implementation, observation and appropriate evaluation of the Fleet Management System and Security Plan onboard your Vessel.

## 3. Safety, Health, Environment and Quality

You shall provide leadership towards achieving the "No Incident, No Accident" objectives of our company and complying with the RBW NINA policies.

All activities must be in line with the SHE policy with the ultimate aim of zero personal accidents, zero damages to equipment and property and zero incidents with environmental impact (ref RBW-002).

To this extent you shall ensure that:

- Standard Risk Assessments are conducted for each vessel and reviewed at least once a year (ref. RBW-313 and RBW-513);
- The vessel has to comply with the technical standard (ref. EQP-501).

### Emergency

The prime objection of the "On board and On-Shore Emergency procedures" is to minimize the impact of accidents and incidents on board the vessel.

#### *On board preparedness*

Procedure EQP-004 Managing Emergencies describes how an emergency situation should be handled on board.

#### *On-Shore Emergency Preparedness*

Document RBW-004 Emergency Plan defines the communication lines between the vessel and FM in case of any emergency on board.

### 3. Reporting

Regarding the functioning of the Vessel and the crew, you shall report to the Fleet Management Team in accordance with the procedure EQP-401 Reporting to FM.

In respect of the functioning of the Fleet Management System, you shall annually carry out a "Masters review", in accordance with the procedure EQP-901.

During the period that the vessel is chartered to a project, you shall also report to the Project Manager, in line with the project requirements.

### 4. Support

Support is given by the designated Fleet Management Team Members (see FM-012 Fleet Allocation Scheme).

You will also be supported by the Technical Superintendent (if available) designated to the Vessel.

### 5. Emergency

In the event of an emergency, you shall follow the procedure RBW-004 Emergency Plan informing the Company as soon as possible.

Notwithstanding the authorization as specified hereunder, you are fully authorized to take any action required to limit any injury, damage, pollution and/or liability whatsoever for the crew, the Vessel and/or any third party as a result of the operation of your Vessel.

### 6. Authorization

You are authorized to commit to Local Purchase Orders for a value not exceeding (the equivalent of) Euro 5.000.

Signed:

E.C. Holman  
Company representative

Captain

## 1. General

As the Chief Engineer of a Company vessel, you are responsible for the maintenance, repair and safe operation of all non-soil conveying equipment (referred to as "Equipment" hereafter) on board of the Vessel.

You shall provide leadership towards achieving the "No Incident, No Accident" objectives of our company and complying with the RBW NINA policies.

## 2. Basic Role

You must ensure that the Equipment and its Crew under your responsibility are properly managed, and that both comply with the rules and regulations of the law, and the Fleet Management System of the Company.

During your stay on board, you are responsible for the Equipment at all times.  
This means that:

- The Equipment remains in a good condition and the equipment and persons working on it are not endangered;
- Accidents, damages, environmental incidents and near misses are prevented if at all possible;
- The Crew and others (visitors) remain safe and secure;
- The Crew and others on board nominated to work with the Equipment, work safely on or near the Equipment and in compliance with the "Safety Instructions" in the Yellow/Black Safety Booklet.

You will ensure that there is appropriate and functional communication with:

- Your Captain;
- The Crew nominated to work with the Equipment;
- Others, including visitors;
- Any Superintendent in charge;
- The designated Fleet Management Team of the Company.

In this respect you shall ensure that your orders and instructions are sufficiently understood by the Crew and any others working on or near the Equipment.

## 3. Reporting

Regarding the functioning of the Equipment and the nominated Crew, you shall primarily report to the Captain. In addition you report to the designated Fleet Management Team in accordance with the procedure EQP-401 Reporting to FM.

## 4. Support

Support is given by the designated Fleet Management Team Members (see FM-012 Fleet Allocation Scheme). Furthermore you will be supported by the Technical Superintendent (if available) designated to the Vessel.



**5. Authorization:**

You are only authorized to commit the Company in any way after the specific request of the Captain or the designated Fleet Manager.

Signed:

E.C. Holman  
Company representative

Chief Engineer