

# Project Manager

## Purpose

The Project Manager is responsible for the successful execution of projects which are assigned to him by the Head of Projects by providing guidance and support to all aspects of project execution.

## Reports to

Head of Projects / Operational (Offshore): OCM/DS

## Supervisory responsibilities

Onshore Project Team / Offshore Operations

## Tasks and responsibilities

- Ensure safe, efficient and profitable execution of projects, as allocated by the Head of projects.
- Ensure awareness, understanding and control of all commercial and technical matters relating to the content of the project or contract.
- Ensure proper budgetary control on all project costs; prepare / review and approve invoices; recover costs from third parties where appropriate; deal effectively with any client invoicing disputes.
- Ensure fieldwork is efficiently planned; liaise with clients to ensure all parties are fully informed of mobilisation/planning arrangements.
- Ensure equipment and consumables selected are suitable for the work. Manage any modifications or changes that may be necessary with other departments.
- Ensure the necessary inter-departmental pre and post-project meetings take place, if required.
- Provide a written project briefing to all relevant departments, and the project team; attend mobilisation for offshore worksite briefing if appropriate.
- Select the project team in co-operation with Crewing Department;
- Implement the Company's QHSE Management Systems throughout all phases of the project.
- Ensure that all material risks in tenders or projects are identified, assessed & recorded in the HIRA project risk register and that mitigation plans are formulated, pursued and documented in a timely manner, to a clear conclusion.
- Ensure project reporting is properly managed, and delivered, in accordance with the client specification, and document control parameters. Any variations must be documented and additional cost recovered as necessary.
- Provide input to tenders and contract negotiation in association with the Commercial Department.
- Co-ordinate with Commercial Department to ensure a smooth handover of the project from tendering to operational phase.
- Ensure regular communication with the client throughout the work; document any changes to specification / work scope or claims. Follow up verbal discussions with written confirmation.

- Liaise with other Project Managers, Asset manager, workshop Foreman and Crewing department on co-ordination with other services and projects, to ensure optimal utilisation of resources; Pre-plan and co-ordinate mobilisation and demobilisation with assistance from workshop and department managers.
- Work as part of a team, assisting other Project Managers on large / multi-operations projects (e.g. Diving/ROV/RA) as required.
- Responsible for compliance with SCC (VCA) and ISO standards.

In the absence of the Crewing Coordinator, tasks will be undertaken by another Crewing Coordinator.

## **Authorities**

All project related decisions within the boundaries of the company's guidelines as established in the authorization list, available at Finance.

## **Preferred qualifications**

- Higher technical education degree.
- At least 5 years of relevant working experience in a similar position.
- Good knowledge of compliance with Industry standards and relevant legislation.
- Knowledge of technical quality aspects.
- Experience in the offshore industry.
- SCC (VCA) certified.
- Excellent command of the Dutch and English language, spoken and written.

## **Preferred competencies**

### **Bluestream core values**

- Commitment
- Communication
- Client Focus
- Control risks
- Compliance

### **Functional competencies**

- Deciding and Initiating action
- Leading and Supervising
- Relating and Networking
- Persuading and Influencing
- Planning and Organising
- Entrepreneurial and Commercial thinking