



GUARDIAN

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Engineering Department

Software Developer

Vacancy Pack – T006



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GUARDIAN VACANCY PACK

Contents:

- 1. Guidance Notes for Applications to Guardian**
- 2. Information about Guardian**
- 3. Information about the Team**
- 4. Working for Guardian**
- 5. Job Details**
- 6. Roles and Responsibilities**



Section 1 - Guidance Notes for Applications to Guardian

Vacancy Information

We strongly advise that you read carefully all available information about this job before you start to complete the associated application form or forward a CV. The Vacancy Information includes job details and defines the role and responsibilities (Sections 5 & 6), detailing the skills, qualifications and experience that are required for this job. You should ensure that how you meet these criteria is communicated fully in your application. All candidates selected for interview will be based on the closest match to the identified criteria.

Closing date

Please ensure that your application reaches us by 5pm on the specified date shown in the Job Details (Section 5). Late applications will not normally be accepted.

Acknowledgement of your Application

Due to the significant volume of applications received by Guardian, we are unable to acknowledge receipt of individual job applications. Should you wish to receive an acknowledgement, please include with your application a stamped, stamped-addressed postcard, which we will return to you on receipt of your application. On the reverse, you should state the vacancy title and reference number for which you are applying.

Vacancy Number

It is important that the vacancy number is quoted on all correspondence. This is the number used in the vacancy information and is referenced on the front cover and bottom right hand corner of this document.

Application Form

Please complete all relevant sections of the application form. If a section does not apply to you, please write 'not applicable' or 'N/A' in the box.

Please give details of current salary plus any other benefits e.g. guaranteed overtime, bonus scheme, pension contributions, car allowance etc.

The Additional Information / Statement in support of your application section on the application form is an opportunity for you to provide details of any activities and/or significant achievements that are not documented elsewhere in your application or CV and which you believe would enhance your contribution to the company.

Please also use this section to explain your reasons for applying for this vacancy. The information you include here should be directly related to the person specification and you should demonstrate clearly how your experience, skills and abilities match those required in the job. You can draw on elements from any aspect of your life, such as education, work, home or community life, as long as you focus on its relevance to the needs of this job.



If you need to attach a continuation sheet to any section, please ensure that your initials, surname and Vacancy Number are included at the top of the page.

References

Please give details of a minimum of two referees who can comment on your suitability to do this particular job. At least one reference should be from your current or previous employer.

It is the policy of Guardian to request references, as part of the selection process, prior to holding interviews. In providing the names of referees, you are agreeing that Guardian may apply in confidence to your referees for a reference during the recruitment process. If you do not wish Guardian to contact a referee before a certain time or event (such as you have not yet informed your current employer that you are seeking alternative employment), please state clearly when the referee can be contacted on the form.

Interview Timing

Interviews will be held at the earliest opportunity. Please note that if you have not been contacted or do not receive an invitation to interview within six weeks of the closing date, then you may assume that your application has been unsuccessful.

We reserve the right to invite other applicants to apply and undergo the same recruitment process as that undertaken by candidates who have applied via an advert.

Psychometric / Ability Testing

We reserve the right to request that all applicants undergo personality, psychometric and / or ability tests, the latter being dependent on the position. It is likely that technical grades will be asked to undergo a technical competency test and management grades are likely to be asked to give a presentation relevant to the position advertised.

Equal Opportunities

Guardian is committed to selecting the best people for jobs regardless of gender, age, marital status, disability, colour, race, nationality, ethnic or national origin, national identity, sexual orientation and religion or belief. We also aim to ensure that nobody is disadvantaged by job conditions or requirements that are not relevant.

How to Apply

Submission of Guardian Application Form plus CV to:

HR Dept. Guardian Global Technologies Ltd, Merlin House, Brunel Court, Village Farm Industrial Estate, Pyle, Bridgend, CF33 6BL

Alternatively you may email the application form and CV to recruit@ggtg.net or fax through on 01656 742251. Please note that if you apply via email / fax and are unable to sign the form, it is accepted that you are confirming that the information you have provided on all documentation is correct.



GUARDIAN

Safety By Design

To request an application form or further advice on completing the application process, please contact the HR department on 01656 742100.

Section 2 – Information about Guardian

Guardian Global Technologies Ltd. is a world leader in the design, development and manufacture of innovative, precision down-hole electro-mechanical and data acquisition instrumentation for the worldwide oil and gas industry.

The products are used to measure flow, pressure, temperature and other parameters within the well bore. Operating in an exciting and challenging environment at the limits of technology, Guardian's products can be found on every continent helping to maximise the recovery of the earth's natural hydrocarbon resources.

Guardian's Headquarters is located in Pyle, in a purpose-built facility close to the bustling cities of Cardiff and Swansea, and a short drive from the Brecon Beacons, the Cambrian Mountains and the delightful Heritage Coast. Additionally we have a Sales base established in Aberdeen, with further Sales and Support bases opening around the world.

Our Vision is to be recognised as the best at what we do and as a technological leader within the industry in our main areas of operation, which manifests itself in Guardian's Mission Statement *'to provide its clients with the technology they want, at the time they want it, and at a price which is cost effective for both parties'*.

Following a major investment in 2008 by a specialist oil and gas fund Epi-V, Guardian's rapidly expanding business with an international client-base offers perhaps some of the most challenging and fascinating positions in Wales. Visit our website www.ggtg.net for details of the products and services we offer.

Section 3 – Information about the Team

Engineering Department: Sustaining Engineering

Operating within the Engineering (Sustaining) Team, the appointee will contribute significantly to the success of the business by supporting Sales, product development and production operations. The Sustaining Engineering Team plays an active part in all elements of technical support both internally and for Guardians clients, as well as providing support for product development cycle through prototype assembly, test and documentation functions sign-off for production.

Individual initiative and an entrepreneurial outlook are positively encouraged. Reporting to the Development Manager, positions within this team require a unique blend of ability to analyse and assimilate detailed design, trouble shoot and apply hands-on practical engineering solutions whilst operating within relatively short client-driven deadlines.

The Development Manger oversees all aspects of the Sustaining Engineering Team; planning and scheduling work and ensuring good communication both between the team and other groups within the business, whilst providing appropriate training, support and



guidance. Priorities change very rapidly, so all team members are expected to be able to multi-task and react positively under pressure in a fast moving environment, whilst maintaining consistently high standards and good communications at all times.

This is *not* a position for the faint-hearted!

The successful candidate will enjoy working in a close-knit enthusiastic team, where each individual can make a difference, and relish the challenge and responsibility of meeting or exceeding client expectations.

Section 4: Working for Guardian

Guardian is a company with a well thought-out and planned, high growth strategy, fully supported by its investor partner, Epi-V. The success of Guardian depends largely upon the passion, commitment, energy, drive and enthusiasm of the people working in the company. We work on the principal that if the skills are there and the attitude right, we can enhance existing skills and encourage individuals to develop to their full potential.

Guardian is committed to providing excellent, safe, healthy working conditions and facilities to enable everyone to do their job to the best of their ability.

Our leadership / management style is one of inclusiveness and support. We empower our people and expect them to operate responsibly, with minimum supervision as appropriate to their job function, whilst providing appropriate training and mentoring.

Induction training is provided on joining the company. Guardian additionally encourages further training and development for all employees beyond that, aiming to provide advice, opportunities, and facilities and where appropriate financial support to enable employees:

- To acquire the skills, knowledge and related qualifications (wherever possible, linked to national training standards) needed to perform effectively the duties and tasks for which they are employed.
- To develop each employee's potential to meet the business objectives and future manpower needs of the Company.
- In exceptional cases to develop individuals beyond the organisation's immediate and foreseeable needs.

As a team, we take our work very seriously whilst not taking ourselves too seriously; we have a culture of enthusiasm, hard work, honesty, pride, great achievement and fun.

To maintain this culture Guardian requires individuals with specific qualities:

- Pride in their work, with a commitment to quality / attention to detail
- Self-motivated, able to work with minimum supervision
- Ability to perform in a fast changing high pressure environment and work to challenging deadlines
- Ability to 'think' / identify issues / offer solutions



GUARDIAN

Safety By Design

- Ability to work both independently and as part of a small team
- Passion, drive and a desire for continuous improvement

This position represents an excellent opportunity for a highly motivated individual, with an ability to think and a 'can-do' attitude, to join a rapidly expanding international company with an exciting future.



Section 5 - Job Details

Job Title:	Software Developer
Vacancy No:	T006
Department / Team:	Engineering – Sustaining Team
Grade:	4-6 depending on experience
Full / Part Time:	Full-time
Salary Details:	Dependent on Experience
Holidays:	20 days plus 8 Statutory Bank Holidays
Pension:	Stakeholder Pension Scheme with Scottish Widows
Hours:	40 hours / week and such additional hours as are necessary for the proper performance of your duties.
Reporting to:	Jim Flood – Sustaining Engineering Manager
Application:	For details of how to apply, refer to Section1 of this Vacancy Pack.
Closing Date for Application:	-
Date of Appointment:	-

Please note that if offered a position at Guardian, the contract of employment will provide definitive details on provision of the above



Section 6 – Roles and Responsibilities

Reporting to: Jim Flood – Sustaining Engineering Manager

Department / Team: Engineering Department / Sustaining Team

Grade: 4-6 depending on experience

Location: Guardian Engineering Centre, Pyle, Bridgend

Prepared by / Date: Iain Maxted / 27th September 2011

Overall Purpose of the Job:

The purpose of this role is to build on the existing platform and develop further a specialist technical database system, G-Force, used to control many aspects of Guardian's operations and engineering functions.

Qualifications / Experience & Qualities Required:

1. Qualified to a degree level in Computer Science, Software Engineering, Mathematics or closely-related discipline;
2. Ideally a minimum of three years post-graduate experience in complex, technical DB development;
3. Well-developed software conceptual design skills;
4. Specific experience in at least four of the following: PHP, MySQL, HTML, Javascript, AJAX, .net and VB.net;
5. A very logical manner of thinking and implementation;
6. Demonstrable ability to develop sophisticated, multi-level algorithms for date-driven scheduling, optimisation and BOM management;
7. Well-developed understanding of algorithm theory (i.e. recursion and data structures: stacks, queues and heaps)
8. A keen eye for user interface design and ability to optimise the user experience;
9. A robust debugging and software testing ethic;
10. Good team-working skills, flexibility and self-motivation are essential.

Qualifications / Experience & Qualities Desired:

1. Experience of PIC, FPGA or other firmware/embedded systems;
2. Object oriented concepts (i.e. inheritance, overloading, class interfacing);
3. Web-enabled applications including security requirements;
4. Development of safety critical/real-time systems;
5. Experience in Apache and/or Linux;

Principal Responsibilities:

1. Developing and implementing new functionality for in-house technical management database systems;
2. Acting as systems analyst for software development;
3. Release of new software to challenging deadlines;
4. Robust testing, debugging and proving of new software;
5. Developing new real-time PC software applications and maintaining existing systems;
6. Maintaining and managing software release issues;
7. Developing access controls and processes for client access to Guardian technical information;



8. Contributing to Technical Proposals and Specification documentation;
9. To operate at all times in accordance with Guardian procedures;
10. Compliance with all statutory and corporate QHS&E requirements;
11. You may be asked to perform other duties not included above, but which will be consistent with the role outlined.

Organisation:

Administrative Supervisor: Jim Flood – Sustaining Engineering Manager

Operational Supervisor: Initially Iain Maxted – Technical Director
Jim Flood – Sustaining Engineering Manager

Other roles reporting to this supervisor(s): All Sustaining Group engineers and technicians

Immediate Subordinates: None at present

Areas of Impact and Key Metrics:

Guardian has an ambitious growth plan for the next 3-4 years and this growth will strongly depend on recruiting, training and retaining appropriate personnel. In turn the Engineering Group needs to expand to meet the growing demand by Guardian's clients for new products and systems developments. One of the key requirements is On-time delivery of software projects, minimising bugs in released software and rapid solution of bugs discovered are key metrics against which this role will be measured.

Level of Authority:

Authority to carry out the requirements of the role.

Relationships:

- Development Manager – Providing information to when requested;
- Design and Development Engineers – close liaison for the provision of and management of technical information;
- Assembly and Test Technicians – use the information and software provided by engineering;
- Operations personnel – plan production based on availability of engineering information, including delivery of software projects;

Job Description Agreed by:

Job Holder:

Date:

Supervisor: Jim Flood

Date:



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