



PLANNING APPRENTICE

DESCRIPTION OF ROLE

As a Planning Apprentice you will undertake an in-house training and development programme which will see you experience secondments within various different functions within the business, as well as being provided with the opportunity to develop valuable planning experience and skills.

In addition you will undertake further formal training with an apprenticeship provider.

RESPONSIBILITIES

You will be asked to achieve development objectives within each department supported by a designated mentor. Key tasks will include developing your knowledge and experience of:

- Assist the Design team with process and dates for completion
- Scheduling and planning processes
- XER Toolkit
- Visiting a portfolio of project sites to fulfil a planning function
- Creating programmes from first principles and in accordance with the contract requirements and managing to project completion
- Liaising with the client, site management and commercial staff throughout the process, making adjustments to projects as necessary
- Computer Aided Drafting (CAD) and design for engineering
- Sustainable and value engineering solutions
- Building Information Modelling (BIM)
- Personal and professional development
- Health, Safety, Environment and Quality in engineering
- Measuring, estimating and tendering processes in engineering
- Economics and finance in engineering
- Project delivery in engineering
- Involvement in developing Methodology of construction phase

PERSON SPECIFICATION

- Good written and spoken communication skills
- Ability to stay calm under pressure
- Good organisational skills
- Self-motivated and able to work on own initiative
- Excellent communication and interpersonal skills
- Strong attention to detail
- Competent in the use of IT functions
- Ability to prioritise, work under pressure and meet strict deadlines
- Willingness to work away from home and travel throughout the UK