



REDSTART

GRADUATE VACANCIES



3D visualisation of a proposed highway scheme using specialist software

We are looking for a graduate Civil Engineer to join our multi discipline office based in St Davids House, St Mellons, Cardiff. The successful candidate will join a thriving business unit and will assist in the delivery of professional services to a variety of clients and sectors. Additionally, you will enter into a period of initial professional development, by joining Redstart's ICE approved Graduate Training Scheme, the first step to gaining a professional qualification.

Key Responsibilities:

- To proactively fulfil the requirements of the approved ICE approved Graduate Training Scheme.
- To contribute to and assist in delivery of a variety of schemes to the required budget and programme and to pre-determined standards.
- Assist and prepare calculations, design drawings, full specification and contract documentation for procurement of contractors on a variety of projects.
- To undertake a Construction Ambassador role and participate in the delivery of community benefit initiatives that reflect the Sustainable and Responsible Business Policy.
- Assisting in providing professional Civil Engineering services to a variety of clients, across a wide variety of work.
- Ensure compliance with all Quality, technical standards, Health & Safety and Environmental regulations and considerations.

(The above list is not meant to be an exhaustive range of tasks and responsibilities and is subject to the changing requirements of the business).

Requirements: (Essential)

You will be expected to have;

- An appropriate qualification e.g Degree in Civil Engineering to pursue a professional qualification
- Progressively working towards professional membership of the Institution of Civil Engineers (ICE) or Institution of Structural Engineering
- IT literate, numerate and CAD Proficient
- Ability to prioritise and manage multiple tasks or projects to deadline and / or budget
- Good relationship management with both colleagues and clients
- The ability to work under direction but to be able to use own initiative when required
- Be proficient in MS Office skills (Word, Outlook, Excel etc).

Requirements: (Desirable)

Ideally you will have;

- Ability to communicate with people in a co-operative and persuasive manner
- Experience of the design process, preparation of specifications and contract documents, using the NEC forms of contract.
- Excellent report writing and presentation skills
- Experience of working within an ISO 9001/ISO 14001/OHAS 18001 certified environment
- Hold an up-to-date CSCS industry card

General

- The employee will need to have good communication skills and have the ability to work in a busy environment as a member of a team. They will need to be willing to develop new skills beyond the core functions and have the ability to meet deadlines
- The employee must be self-motivated and able to contribute within a team environment.
- Upon joining the organisation the successful candidate will be assigned a mentor and delegated engineer to provide support and direction in integrating within the consultancy and progress initial professional development.

Personal attributes

- Excellent interpersonal skills, ability to establish and maintain good working relationships with management and staff at all levels.
- Excellent organisational skills
- Have an outgoing, confident and friendly manner

Package

- Salary £Neg (depending upon experience)
- Contractual working hours 37.5 per week
- Annual leave-25 days (plus statutory)
- Company Pension Scheme
- Voluntary Benefit Options, including; childcare vouchers, share save scheme, life assurance, holiday buy and many more

The successful candidate will be encouraged to develop their career with Redstart, support will be provided for obtaining further relevant professional qualifications

Graduate Training Scheme

You will be expected to manage and monitor your own training. This will largely be achieved through the medium of Quarterly/Project Reports which will highlight the achievements, or lack of achievement. Report Reviews that follow provide an opportunity for discussing with your Supervising Civil Engineer (SCE) or Delegated Engineer (DE) the rate of progress and to plan for the future, taking account of any corrections needed.

The onus will be on you to submit your training reports on time and to arrange appointments for Reviews. Similarly, you have the primary responsibility for arranging appointments for each Annual Appraisal and the final Training Review (both of which must be with the SCE) and for reminding the SCE when a meeting with the regional Membership Development Officer (MDO) would be useful.

You need to monitor all aspects, i.e. Attribute achievement, CPD, reading, essay topics and communication skills. Your responsibilities are outlined in the Appendix.

Please apply by sending your CV to:

a: Anita Camilleri, Redstart, St Davids House, Pascal Close, St Mellons, Cardiff CF3 0LW
e: a.camilleri@capita.co.uk