

 JOB DESCRIPTION	Date: June 2017 Issue: 1 Ref: MT01/06/17
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CONTRACT INFORMATION

Job Title	Management Trainee – (Earn to Learn Trainee Scheme)
Reports To	Senior Management Team
Location	Tottenham Office / FE or HE institution
Standard Hours	8am – 5pm with one hour lunch (4 days at office – other day dependent on college)
Salary Range	Starting £12,500 plus private health benefits – 6 monthly performance increases for successful Trainees (leading to final salary in the region of £50,000)
Contract Type	Full time (5 days) with one day release to FE/HE training

JOB DESCRIPTION

Objective / Project	<ul style="list-style-type: none"> To contribute to the vision and success of the organisation To receive a broad overview of the construction process To be trained in a variety of disciplines in order to develop an understanding of the wider construction world and identify a chosen career path within it (eg. Surveying and Financial Management, Estimating, Contracts Management) To operate within the requirements of national and local statutory, legal and good practice frameworks
Responsibilities of the post	<ul style="list-style-type: none"> To comply with the directions of the Company Health and Safety Policies and contribute to a safe working environment at all times To comply with all Policies and Processes within the company To carry out your responsibilities and duties in a manner consistent with the company's image and reputation To successfully complete external training/course as part of the Trainee arrangement To work effectively as part of a team whilst being able to work independently To meet deadlines

	<ul style="list-style-type: none"> • To follow a series of construction processes accurately paying consistent attention to detail • To ensure effective communication across the organisation • To promote and adhere to the company's Equal Opportunities policy and legislation affecting Equalities • To assist in the company's development by communicating any ideas and suggestions that may improve the operation and processes of the company • To work closely with other staff to provide an effective and efficient environment • To support colleagues, staff, clients and visitors on site as required • To contribute to the company marketing strategy by promoting the company in a positive way and utilising any opportunity that may arise to secure work • To deal with all enquiries in positive way and gain an effective outcome • To carry out all duties commensurate with the post and any instructions or activities directed by the Senior Leadership Team
Key Deliverables	<ul style="list-style-type: none"> • Successfully complete an Induction • Identify an appropriate course and successfully complete the course as an element of the part time day release system • Ensure all Safeguarding and H&S requirements are carried out • Deadlines are met • The working environment is kept tidy, efficient and business-like • On site undertake relevant practical 'real' exercises related to the company activity and work • Report regularly to an allocated mentor who will direct activity for the duration of the training. The trainee will have a number of different mentors during the training period related to the many different aspects of the company's work and the different job opportunities that construction covers • Assist all senior professionals in the differing disciplines required to effectively manage related building projects • To be part of a multi-disciplinary team providing the full range of functions necessary to ensure the effectiveness of the team • Establish, maintain and enhance effective working relationships through a professional and courteous manner • Colleagues, staff, clients and visitors are dealt with in an appropriate and prompt manner • Establish and maintain effective relationships with customers as required • All tasks are carried out with accuracy and efficiency • Data and written material (both paper based and electronic) is high quality, accurate and up to date • All paperwork and files are retained in a secure manner • Office wastage is minimised and 'green' issues are addressed • Act as an ambassador for Diamond Build Plc • Any other duties commensurate with the post

PERSON SPECIFICATION

Skills, Abilities & Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • Commitment to the Vision and ethos of Diamond Build Plc • Ability to follow instructions accurately and promptly • Willingness to acquire relevant ICT skills (eg. Word Processing; Email; Spreadsheets - particularly an understanding of financial reporting and comparison tables; Programming – particularly an understanding of critical paths and resource allocation) • Good organisational and presentation skills • General business awareness, a practical mind and the ability to prioritise • An ability to work constructively as part of the wider team • Accurate record keeping with a keen eye for detail • Demonstrable ability to meet deadlines • Willingness to contribute to ISO, OHSAS and IIP systems and any other quality assurance mark both internal and external 	<ul style="list-style-type: none"> • Ability to complete personal area of study/accreditation on day release • Ability to multi-task and be flexible

Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Good record of attendance, punctuality and a positive attitude • Successful record of undertaking a range of tasks • Proven ability to plan and prioritise workload to meet deadlines and objectives 	<ul style="list-style-type: none"> • Understanding or experience of an urban, multi-cultural area

<ul style="list-style-type: none"> Proven ability to follow instructions accurately 	
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> Entry level: 3 good grade A Level GCSEs (A/S levels or BTEC equivalents that would serve as an FHEQ entry level 5 or 6) 	<ul style="list-style-type: none"> Evidence of desire to continually improve professional development Clean Driving Licence

Personal Qualities	
<ul style="list-style-type: none"> Clear spoken and written English Good telephone manner Highly motivated Confident when interacting with colleagues and customers Commitment to Equality of Opportunity Excellent inter-personal skills Excellent role model (in terms of dress code, attendance, punctuality, dedication to work) 	<ul style="list-style-type: none"> Positive and enthusiastic Empathetic to staff and learner needs Flexible and adaptable Good sense of humour

The contents of this job description are not intended to be prescriptive or exhaustive: they represent the regular duties (envisaged & actual) at the time of their creation.
Staff are expected to show a reasonable degree of flexibility in undertaking additional or ad-hoc duties for which training and support may be provided.