

ROLE PROFILE

Balfour Beatty Group Employment Limited (UK)



CAREER LEVEL (JOB TITLE)	Lower Thames Crossing Business Admin Apprentice
FUNCTION	Administration
ROLE PURPOSE	<p>A business administration level 3 apprentice to support key functions in the LTC Roads North team. The roles will rotate between functions and teams including human resources, social value, design, project management, health and safety, carbon/sustainability, finance, and planning.</p> <p>Throughout the 18-month apprenticeship they will be able to spend time in various key functions providing them with an introductory insight as to how major infrastructure projects are delivered. All individuals will be enrolled on a level 3 Business Administration apprenticeship course in partnership with South Essex College.</p> <p>On completion of the apprenticeship, apprentices will have the option to develop their career with Balfour Beatty, including further education and permanent employment.</p>
BALFOUR BEATTY BEHAVIOURS	<p>Talk Positively: You are passionate about what you do, talk with pride and enthusiasm about the Balfour Beatty business, our colleagues, our industry, and our future</p> <p>Collaborate Relentlessly: You share ideas and expertise, build connections and work with your team to drive performance and strengthen relationships</p> <p>Encourage Constantly: You nurture a supportive environment, empowering, motivating, and inspiring colleagues with regular and powerful feedback.</p> <p>Make a Difference: You challenge yourself to always have a positive impact, find solutions and stand up and be counted when it matters</p> <p>Value Everyone: You are inclusive, celebrate difference and respect everyone for who they are and the perspectives they bring to the table</p>
ACCOUNTABILITIES	<ul style="list-style-type: none"> • Gather data & carry out research for key departments • Measure, record & value work supervised in accordance with appropriate rules and procedures • Record progress and help prepare and maintain records • Use the company's systems • Collation of Cost and Value Information • Collect information required to specify procurement requirements • Record and document information • Understand the steps / documentation required • Collation of cost and value information • Measurement of works and provide information on subcontractor's performance • Maintain a Personal Development Plan • Note Taking and updating databases • Archiving information • Arranging meetings • Attending events in the local area • Update and maintain various systems for different departments including HR and Social Value
PERSONAL QUALITIES AND EXPERIENCE	<p>The following qualifications are essential:</p> <ul style="list-style-type: none"> • GCSE Maths and English at Grade C or equivalent - if required grades not achieved, there is still an opportunity to be accepted subject to prior assessment and approval by the apprenticeship provider
LAST UPDATE	