

# CONSTRUCTION

A career full of  
opportunities



[www.willmottdixon.co.uk/careers](http://www.willmottdixon.co.uk/careers)



**WILLMOTT DIXON**

**SINCE 1852**

# MORE THAN **just a job**

**Willmott Dixon is a construction company with a difference. Founded in 1852, we have helped shape the future of our industry through taking a leadership role in the built environment. We also believe passionately that we have a purpose beyond profit and are committed to leaving a positive legacy in the communities where we work.**

As a main contractor, Willmott Dixon oversees and manages the construction of building projects, and employs over 2,000 people across England and Wales in a wide variety of roles based both on site and in the office. Willmott Dixon doesn't employ trades people directly.

This booklet is designed to help showcase some of the exciting career opportunities available at Willmott Dixon and in the wider construction industry. You may be surprised to learn the many different skills it takes to create a new building, from digital technology experts to passionate environmentalists – we need the best people to help us continue to create the brilliant buildings of the future.

Starting salaries for our management trainee programme are highly competitive, and come with a comprehensive benefits package, including a company car and funding to gain a qualification in your chosen field (see page 25).

A career with Willmott Dixon is more than just a job, we hope that people joining us will enjoy a career of a lifetime.



**2,000+**  
employees



**site based**  
roles



**office based**  
opportunities



**What may surprise you is what you can earn in a career at Willmott Dixon. Salaries can be comparable to those of doctors and lawyers, with earning potential of up to £90,000 and beyond!**



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# Meet our Trainees

**ABI BELFIELD**

BID MANAGEMENT



**ANDREW HOWES**

DESIGN MANAGEMENT



**DANIEL OLIVER**

DIGITAL CONSTRUCTION



**ADAM BRADY**

ESTIMATING



**JESS GRIMSEY**

IT



**GABRIELLA CARUSO**

PLANNING



**AJAY BANGA**

QUANTITY SURVEYING



**EVE SIDDENS**

SITE MANAGEMENT



**FRANCESCA WILKINSON**

SUSTAINABLE DEVELOPMENT



# Bid Management

## What is bid management?



**In order to win work with our customers, in the first instance we have to bid for the work, normally against a number of other companies.**

Our bid managers are responsible for building a relationship with the customer and creating an exciting and creative document which outlines what we would do and how much we would charge if we are given the job. It is the bid managers' responsibility to ensure that we submit the best bid possible on time in order to win the work.

## What skills do you need to be a bid manager?



Bid management is great for people who enjoy working with lots of different people and providing excellent customer service. It's also great for people who enjoy presenting in front of others and those who have a bit of creative flair to help our bids be the best they can be.

## What does a bid manager do?



- They are the first point of contact for customers before the project goes to a live construction site
- Manages the production of accurate, well presented bid documentation
- Creates and leads presentations to our customer
- Provides and implements creative ideas and initiatives into bids.



**Earning potential of up to £90,000 and beyond!**

## Profile:

**ABI BELFIELD**

### THE SUBJECTS I ENJOYED AT SCHOOL:

- History
- English Literature

### QUALIFICATIONS PRIOR TO JOINING:

- BA (Hons) History

### MY ROUTE INTO CONSTRUCTION:

- Work experience
- Management trainee programme

### THE BEST THING ABOUT THE MANAGEMENT TRAINEE PROGRAMME:

- Developing new skills
- Wide experience of the business

### DAY RELEASE AND FUNDED LEARNING FOR:

- MSc Construction Management



**office based**





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SINCE 1852

“

Working in the bid team allows me to work in the construction industry, whilst still being able to use the skills from my degree.

”

**ABI BELFIELD**

MANAGEMENT TRAINEE, BID MANAGEMENT

# Design Management

What is design management?



**A design manager is responsible for co-ordinating the design work involved across the entire construction process.**

They also make sure that the building meets legal standards and codes of practice.

What skills do you need to be a design manager?



The role suits people who are creative, but also logical, pragmatic, and good at problem solving. Good communication skills are needed as design managers work with lots of different people.

What does a design manager do?



- Works with the customer to ensure their requirements are understood and the building is designed to meet their needs
- Works with the various teams of people involved in both design and construction to ensure that the building is designed and built to the customer's requirements
- Makes sure that design information is available to those who need it, when they need it
- Makes sure there is detailed design documentation for the project.



**Earning potential of up to £90,000 and beyond!**

Profile:

**ANDREW HOWES**

THE SUBJECTS I ENJOYED AT SCHOOL:

- English
- PE
- Science

QUALIFICATIONS PRIOR TO JOINING:

- BTEC National Diploma in Construction
- BSc (Hons) Degree in Architectural Tech

MY ROUTE INTO CONSTRUCTION:

- College Construction and the Built Environment course
- Architectural Technology degree
- Management trainee programme

THE BEST THING ABOUT THE MANAGEMENT TRAINEE PROGRAMME:

- Working on live jobs
- Team work



**office and site based**



WILLMOTT DIXON

SINCE 1852

“

I love being involved from an early stage and seeing a job progress from an empty patch of land to a completed building. The best thing about my job is working with so many different people and having different and new experiences.

”

**ANDREW HOWES**

MANAGEMENT TRAINEE, DESIGN MANAGEMENT





# Digital Construction

## What is digital construction?



Digital construction is a new way of virtually designing, constructing and operating a building. It is built on a process called Building Information Modelling (BIM). Our designers start designing a 3D building by speaking to the customer to find out their requirements, to make sure the building matches their vision. 2D construction drawings will be created from the 3D model to allow us to start the construction process. During this time we will be providing the customer information on how the

building is progressing and how to improve the running of the building once it is completed.

Digital construction uses gaming technology, virtual reality and augmented reality technologies to immerse our customer and people within the virtual building to enhance their experience and gain a better understanding of the new building.

Our digital construction team also trains other people in the business to use the software and provides digital expertise where needed.

## What skills do you need to be in digital construction?



The role would suit someone who likes using creative computer systems but also someone who is a team player and likes helping people with digital queries and to use the software to their advantage.

## What does a digital construction managers do?



- Manages the delivery of digital information for projects
- Uses the software in its best way to meet our increasingly challenging goals
- Turns data into information to help the business make informed decisions
- Seeks efficiency and continuous improvement in all processes
- Trains our people with new digital skills
- Continuously pushes the boundaries of digital construction through research and attending exhibitions to see new products and software which may help our business.



**Earning potential of up to £90,000 and beyond!**

## Profile: DANIEL OLIVER

### THE SUBJECTS I ENJOYED AT SCHOOL:

- Maths
- Art
- ICT
- Business

### QUALIFICATIONS PRIOR TO JOINING:

- BSc Architectural Technology

### MY ROUTE INTO CONSTRUCTION:

- Degree in Architectural Technology
- Management trainee programme

### THE BEST THING ABOUT THE MANAGEMENT TRAINEE PROGRAMME:

- The people
- Being empowered
- Getting to experience the range of jobs that exist across the business



**office and site based**





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SINCE 1852

“

I love the variety of my role,  
no one day is the same.  
The best thing about my job  
is constantly learning new  
software and hardware to help  
keep us at the forefront of  
digital construction.

”

**DANIEL OLIVER**

MANAGEMENT TRAINEE, DIGITAL CONSTRUCTION



# Estimating

## What is estimating?



**An estimator uses the drawings and specifications provided by the customer to provide a total cost of the project. They basically do all the sums to work out how much the building will cost before building work can start.**

Estimators put together a price list for everything needed on a construction project, big or small. They will negotiate with designers and supply chain partners to get the best value and keep the project within budget.

## What skills do you need to be an estimator?



Estimating is a good career for someone who likes working with numbers. Estimators have to be good at negotiating too, to make sure they get the best prices for materials, plant and labour.

## What does an estimator do?



- Finds out exactly what the customer wants
- Researches all the costs for building what the customer wants – this includes materials, equipment, transport and labour
- Gathers quotes from supply chain partners
- Uses computer software to measure materials required for the project and analyse costs
- Keeps an eye on projects to make sure costs stay in line with forecasts.



**Earning potential of up to £90,000 and beyond!**

## Profile: ADAM BRADY

### THE SUBJECTS I ENJOYED AT SCHOOL:

- Maths

### QUALIFICATIONS PRIOR TO JOINING:

- BTEC in Construction Management
- Foundation degree in Construction Management

### MY ROUTE INTO CONSTRUCTION:

- School
- College

### THE BEST THING ABOUT THE MANAGEMENT TRAINEE PROGRAMME:

- Team work
- Trainee away days
- Trainee of the Year celebration

### DAY RELEASE AND FUNDED LEARNING FOR:

- BSc Construction Management



**office based**



WILLMOTT DIXON

SINCE 1852

“

My job involves a lot of numbers. I get to deal with lots of different people as one project can require lots of trades, each of which will have an individual supply chain partner that I need to speak to.

”

**ADAM BRADY**

MANAGEMENT TRAINEE, ESTIMATING



# Information Technology (IT)

## What is it?



**Our IT team make sure that our IT is always at the cutting edge, ensuring that our people can work at their best in an ever-changing world.**

There are many roles available in IT; from designing, developing and project managing a digital environment, as well as supporting our people so that our applications, network, hardware and software work as best as they can. We produce applications that we have designed and built ourselves that help make our business better. We always strive to use the latest technologies such as Office 365, cloud computing and data warehousing.

## What skills do you need to work in it?



The skills you need depend on what type of role you would like to do; if you like working with people on specific projects then you may like IT project management, but if you enjoy working with customers, analysing data and providing results for them then you may be interested in becoming a business intelligence analyst. If coding and security are more your scene, then you may enjoy becoming a developer or security analyst.

You don't necessarily need a computing qualification. A lot of the technical knowledge is learned on the job and training is provided on an ongoing basis to help you keep up to date with new technologies and help you progress your career.



**Earning potential of up to £90,000 and beyond!**

## Profile:

**JESS GRIMSEY**

### THE SUBJECTS I ENJOYED AT SCHOOL:

- History
- Science

### QUALIFICATIONS PRIOR TO JOINING:

- BSc Forensic Science

### MY ROUTE INTO CONSTRUCTION:

- Career change

### THE BEST THING ABOUT THE MANAGEMENT TRAINEE PROGRAMME:

- Experiencing the whole business

### DAY RELEASE AND FUNDED LEARNING FOR:

- CompTIA A+ qualification
- Prince2 project management qualification



**office based**



WILLMOTT DIXON

SINCE 1852



“

On the management trainee programme in IT I work across all areas of IT over a two year period, learning how everyone fits together. The best thing about my job is being part of a project or initiative that improves people's IT experience and makes their day to day job easier.”

**JESS GRIMSEY**

MANAGEMENT TRAINEE, IT



# Planning

## What is planning?



**Planners plan the construction process, from demolition and laying foundations all the way through to the point when the building is finished and handed over to the customer ready to use.**

The plans they write are called programmes. They also plan the logistics of a construction project, e.g. where the site accommodation will be located and how the delivery vehicles will safely move around site.

Planners have an in-depth knowledge of all different types of construction methods. For example, they have to understand how long it will take to excavate a site before any building work can happen so that this can be written into the programme. They also work with the site management teams on site to keep their construction programmes up to date and help them adapt the programme when there are unexpected issues.



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## What skills do you need to be a planner?



If you like planning how things will happen and are really logical then planning may be for you. Planners also work with the site teams and customers, so you would need to enjoy working with others and be good at explaining how things work in a clear way.

## What does a planner do?



- Meets regularly with customers and managers to report how the building work is progressing
- Determines the number of people required to do the work on site at each stage of the programme
- Monitors how well each site is doing against the agreed programme and manages the impact of any delays
- Coordinates supply chain partner planning and scheduling
- Analyses drawings to calculate how long each part of the construction process will take.

## Profile:

**GABRIELLA CARUSO**

### THE SUBJECTS I ENJOYED AT SCHOOL:

- History
- PE

### QUALIFICATIONS PRIOR TO JOINING:

- GCSEs
- A-levels in History, Business and Sociology

### MY ROUTE INTO CONSTRUCTION:

- A-levels
- Work experience

### THE BEST THING ABOUT THE MANAGEMENT TRAINEE PROGRAMME:

- Annual trainee challenge
- Fundraising and careers events

### DAY RELEASE AND FUNDED LEARNING FOR:

- BSc Construction Management



**office and  
site based**





WILLMOTT DIXON

SINCE 1852

“

I create programmes and logistics plans to communicate the sequence of the construction from foundations through to internal fit out. I love that every day is different, both in terms of the projects I work on and the people I work with.

”

**GABRIELLA CARUSO**

MANAGEMENT TRAINEE, PLANNING



# Quantity Surveying

## What is quantity surveying?



**Using the costs provided by the estimator, a quantity surveyor will manage the costs of a project and make sure that it doesn't cost more than we had planned.**

They will work closely with customers and supply chain partners who help Willmott Dixon construct the buildings.

A quantity surveyor will also be responsible for important legal documents, like contracts between the customer and Willmott Dixon.



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## What skills do you need to be a quantity surveyor?



Quantity surveying is great for people who like working with numbers and with others. Problem solving and negotiating skills are very useful, as well as great organisational skills.

## What does a quantity surveyor do?



- Carries out measurements and calculations to work out the quantity of materials needed to build a building and how much it will cost
- Manages, monitors and controls the costs of a project from start to finish
- Allocates work to supply chain partners and makes sure they are all paid on time
- Deals with contracts and legal matters
- Invoices and obtains payments from the customer
- Keeps the customer up to date on all of the above!

## Profile:

**AJAY BANGA**

### THE SUBJECTS I ENJOYED AT SCHOOL:

- PE
- Maths
- Food Technology

### QUALIFICATIONS PRIOR TO JOINING:

- NVQ City and Guilds Plumbing and Heating Level 2
- Construction Diploma Level 1

### MY ROUTE INTO CONSTRUCTION:

- Plumbing and heating apprenticeship and general trades experience

### THE BEST THING ABOUT THE MANAGEMENT TRAINEE PROGRAMME:

- The people
- Trainee events
- Learning opportunities

### DAY RELEASE AND FUNDED LEARNING FOR:

**BSc Quantity Surveying and Commercial Management degree**



**site based**



**WILLMOTT DIXON**

**SINCE 1852**

“

The best thing about my job is working in an ever-changing environment, with great job satisfaction when I see the finished project. I get to earn good money whilst learning and gaining a degree.

”

**AJAY BANGA**

MANAGEMENT TRAINEE, QUANTITY SURVEYING



# Site Management

What is site management?



**A site manager is responsible for managing the construction of a building by making sure everything happens when it should do on site.**

They make sure that everyone on site is safe, and are responsible for ensuring buildings are ready on time and to the right quality.

What skills do you need to be a site manager?



You will need to like working with all different types of people, from tradespeople working on site, to customers, and have great organisational skills.

What does a site manager do?



- Ensures buildings are constructed on time, on budget and to the right quality standard
- Manages the people and day to day activities on site
- Ensures health and safety procedures are followed by everyone
- Inspects work completed by supply chain partners
- Holds project progress meetings so everyone knows what has been done and what needs to be completed.



**Earning potential of up to £90,000 and beyond!**

Profile:  
**EVE SIDDENS**

THE SUBJECTS I ENJOYED AT SCHOOL:

- English
- Maths
- Science

QUALIFICATIONS PRIOR TO JOINING:

- GCSEs
- A-levels in Chemistry, Biology and Maths

MY ROUTE INTO CONSTRUCTION:

- Working as a site administrator

THE BEST THING ABOUT THE MANAGEMENT TRAINEE PROGRAMME:

- Being treated as a professional
- Support you get from your peers

DAY RELEASE AND FUNDED

LEARNING FOR:

BSc Construction Management



**site based**



WILLMOTT DIXON

SINCE 1852

“

I manage the building process – ensuring the highest quality possible with the correct health and safety. I like interacting with lots of different people in different roles, and the best things about my job are the people and the great support system.

”

**EVE SIDDENS**

MANAGEMENT TRAINEE, SITE MANAGEMENT



# Sustainable Development

## What is sustainable development?



**Sustainable development is about looking at practical and innovative ways of helping our projects have a positive impact on the environment and maximise the benefits they provide to local people.**

It is also about ensuring that the buildings we deliver for our customers are as environmentally-friendly as possible by, for example, reducing the energy they use or providing habitats for birds and animals.

## What skills do you need to be a sustainable development manager?



A keen interest in protecting and improving our environment and a desire to help people is important for this job. An interest in geography, environmental sciences and working with numbers is useful.

Good communication skills and team work is also important.



**Earning potential of up to £90,000 and beyond!**

## What does a sustainable development manager do?



- Thinks about what materials could be used on a project to make it more environmentally friendly
- Helps understand what activities and opportunities local communities would benefit from the most
- Plans how to avoid environment damage, reduce waste and dispose of it in the most responsible way
- Works out how to reduce energy use and carbon emissions whilst a building is constructed and once it's being used
- Plans how to improve local habitats and protect important species
- Works closely with others and communicates their plans clearly to make sure everyone knows what their responsibilities are
- Monitors and checks plans are implemented and helps improve them as the project progresses
- Helps review what went well and what could be done differently for future projects
- Keeps everyone, including the customer, up to date on all of the above.

## Profile:

**FRANCESCA  
WILKINSON**

### THE SUBJECTS I ENJOYED AT SCHOOL:

- Geography
- Physics

### QUALIFICATIONS PRIOR TO JOINING:

- MSc Environmental Management
- BSc (Hons) Geography

### MY ROUTE INTO CONSTRUCTION:

- Internship

### THE BEST THING ABOUT THE MANAGEMENT TRAINEE PROGRAMME:

- Experiencing all areas of the business



**office and  
site based**





WILLMOTT DIXON

SINCE 1852

“

I ensure compliance with environmental legislation and help to identify, develop and implement strategies that promote sustainable development. I like working on a range of diverse projects, being part of the team and challenging the status quo, but mostly I love the role I play in making a difference to the bigger picture and the local communities we work in.

”

**FRANCESCA WILKINSON**

MANAGEMENT TRAINEE, SUSTAINABLE DEVELOPMENT



# Other Roles



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## Finance and accounts



People in finance and accounting are responsible for keeping track of the money that comes into and goes out of the business and ensuring our suppliers are paid on time.

## Sales and business development



Sales and business development is all about seeking out opportunities for new building projects and liaising with new and existing customers on projects for the future.

## Administration



Jobs in administration involve delivery of a wide range of tasks to ensure the smooth running of our business and projects. Duties could include production of documentation, keeping records up to date, arranging meetings, travel and accommodation.

## Communications (marketing and PR)



Communications people are responsible for promoting the business, our people and our projects to people within the business, our customers and to the communities where the company works.

## Health and safety



Jobs in health and safety are about making sure that everyone is kept safe in the workplace and during the construction process.

## Social value



People working in our social value teams help our project teams engage with the communities that we work within, helping us leave a positive legacy long after the project is completed. They work with local organisations, such as schools and charitable groups, to develop and deliver opportunities like work experience and employability workshops aiming to provide young people with the skills they need to gain employment

## Supply chain management



This team are the link between our people, and our supply chain partners who provide the skills we need to build our projects. They make sure that we work well with our supply chain partners and can also be involved in the purchase and delivery of materials to the construction site.

## People (human resources)



The people team support and enable our business to attract, recruit, retain, develop and promote the best people to make our company a success.

## Customer service



People working in customer service look after our customer's needs after a building is finished and the construction team have left site.



For further information on the range of jobs available in the construction industry, including trades roles, please go to [GoConstruct.org](https://www.GoConstruct.org)



# Routes to a Career of a Lifetime

## Work experience



Work experience is a great way to get an insight into working at Willmott Dixon and is an ideal opportunity to experience the different jobs available, whether you are new to the world of work or looking for a change in career.

## Year out and summer placements



Many universities have a placement year as part of their degree or other programmes. Willmott Dixon supports year out placements and also summer placements where students can gain on the job experience in their chosen field in the construction industry.

## Apprenticeships



Apprenticeships are a great route into construction. At Willmott Dixon, apprenticeships are available in our business support teams and also through our supply chain partners or our sister company, Fortem, in trade disciplines such as bricklaying.

## Management trainee programme



Willmott Dixon has one of the most established and successful management trainee programmes in the industry. Many of our talented trainees are now in senior positions within the company and some of the most talented even sit on our main board!

The programme is open to school and college leavers, skilled trades people and graduates. It offers trainees the opportunity to gain experience in different jobs and disciplines.





## Why join our management trainee programme?

- Start your career and benefit from the best training in the industry
- Exposure to different parts of the business as part of your training
- Work for a company at the forefront of industry thinking which has achieved numerous industry firsts (e.g. carbon neutral)
- Use of the latest technology
- Leave a legacy – opportunities for involvement in our community events

## Salary



- Competitive salary which is reviewed every year

## Company laptop



- A mobile phone will also be provided where appropriate

## Social and fun



- Trainees get together for events and activities – away days, a two week residential trade awareness programme and the annual Trainee of the Year Awards

## Day release with no debt



- Get your studies funded, e.g. university fees, higher level apprenticeships
- Day release to attend your learning establishment
- Study days and book allowance

## Travel



- Company car, e.g. Audi, BMW, including maintenance and insurance (or cash allowance)
- Get paid for your travel

## Profit share/incentive scheme/bonus



- Paid yearly

## Holiday



- 33 days holiday including bank holidays (increasing with service)
- Birthday leave

## Pension



- Option to join company pension scheme with company contributions

## Other benefits



- Interest free loan (repaid monthly after programme completion)
- Contributory private medical insurance
- Free health checks
- 24/7 online GP service
- Life assurance
- Discounts for gym membership, EE mobile, hotel and short breaks, to name but a few!

## Agile/flexible working opportunities



- Agile and flexible working are always considered to support work/life balance

For illustrative purposes only. Actual salary and benefits depend on entry point, qualifications, experience and programme year.

# Glossary

## Some terms you may not be familiar with...

### **Bid**

Bidding is the process of submitting a proposal to undertake a construction project. A bid or a tender is a proposal from a construction company which outlines its qualifications to build or refurbish the building that the customer wants, how much it will cost the customer and how long it will take.

### **Customer**

Willmott Dixon's customers are the organisations for whom we build buildings or carry out refurbishments. Some of our customers have included the Design Museum in London, Alexandra Palace, the WWF and the Met Office.

### **Plant**

This is the heavy machinery used on a construction site, such as a digger or a crane.

### **Programme**

This is the plan of works to be carried out on a construction site or refurbishment job to ensure that it is completed on time and within budget. It will include a detailed list of all the activities and jobs that need to be undertaken and how long they should all take.

### **Project**

This term is used for either a building that we are building, or a building that we are refurbishing.

### **Supply chain partner**

These are the trades companies and their employees who do the building work on our sites (for example electricians or bricklayers). We do not employ trades people directly. Our supply chain partners can also be companies who manufacture products that we use in our buildings, such as timber and steel frames.







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## **How to contact us**

All our vacancies are on our website,  
so take a look and register for  
job alerts or work experience at:

[www.willmottdixon.co.uk/careers](http://www.willmottdixon.co.uk/careers)

email: [careers@willmottdixon.co.uk](mailto:careers@willmottdixon.co.uk)

**#WDTrainee**





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