

**Job Code 016**      **Management Trainee**

**Reporting to:**      Department Heads (varying throughout training process) & Coach/Mentor

**Purpose:**      To undertake a structured training programme of work-placements, further education and management skills, designed to fuel the growth of the company by providing a stream of talent into junior management positions.

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<b>Achieving Results</b>
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- Qualification pass is achieved

<b>Managing the Process</b>
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**Obtain BTEC HNC**

- Study towards the HNC Building Studies Programme
- Attend day release at local college/university over a 2-year period
- Complete assignment(s) for each unit

**Work Placements**

- Gain knowledge and experience for 6-month placements in core departments:
  - Construction (on-site)
  - Technical
  - Quantity Surveying
- plus optional departments:
  - Sales
  - Health, Safety & Environmental
- Produce a development log against performance accountabilities and objectives as identified for each department

**Construction - related degree**

Attending on a weekly day-release basis

**People Management skills**

Attend management skills workshops and complete set assignments forming a progressive management development programme comprising generic management skills.

**Other**

- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

<b>Serving the Customer (Internal and External)</b>
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**Able to understand the needs of internal and external customers**

- Supports the team in achieving satisfaction or service targets

## Delivering Quality

### Progress Reports

- Produce regular progress reports to the Regional Training Advisor and department Mentor, against set tasks and objectives

## Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Microsoft Word			
Microsoft Excel			
Microsoft PowerPoint			
Microsoft Outlook			

## Training Matrix

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site in INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.