



Burroughs is a long established family business specialising in civil and structural engineering and project and cost management consultancy.

We look after our staff, they are at the heart of our business. We look after our clients; their work challenges us, stimulates us and allows us to be proud of our contribution to a changing world.

Part of the reason for our longevity and success is that we believe that life is about more than work. Though other companies might talk about the importance of a work/life balance, we promise to actually back it up.

Welcome to

WorkLife
Burroughs

We aim to create a force for good in everything we do...

Although we always provide the best possible service, we're always looking for ways we might improve things. This approach is embedded in the culture of the business, providing an ongoing and open forum, which encourages both employee and client feedback. Access to such a "hive mind" enables a more democratic approach to the growth of the company.

If success is measured by delivery of a safe project, an efficient engineering design solution, an on time, on budget, environmentally sympathetic project, then we think we're doing ok.

We feel privileged that clients entrust their projects to us and we strive to clearly establish their motivations before making a start to ensure the quality and cost-effectiveness of every tailored solution.

This positive, innovative and collaborative working environment ensures the ongoing adaptability and sustainability of our business.

Our principles

At 30 years old, we're a relative spring chicken. Our youth has given us the confidence to regularly review the principles, which the founder of the company Alistair Burroughs established. We have however, stayed true to the essence of his original values:

- **Quality** – We're defined by the work we produce and the service we deliver and we'll consistently strive to maintain and improve the quality of both.
- **Integrity** – We're committed to maintain the highest standards of ethical practice and professionalism, to be open minded, fair and to make a positive impact.
- **Experience** – We're experienced construction professionals, always seeking to use and share what we know and to learn, innovate and make advances where we don't.



What it's like to work for Burroughs

We are one team.

We have a collaborative and transparent approach to work. This nurtures a true sense of team, which creates a challenging, fun and stimulating environment.

We've always had a diverse workload mix, biased more towards civil infrastructure than buildings. And we're technically dextrous, using the latest hardware and software to ensure we remain at the leading edge of technology – leaders, not followers.

We actively encourage staff to take responsibility and accountability from the start, empowering them to make decisions, backed up by a supportive Business Management network.

Senior staff are encouraged to nurture their teams, identifying potential high-fliers as well as those in need of a more intensive approach to help achieve their career goals.

We believe that if we look after our staff, our staff will look after us. So, whilst we don't offer flexi-time, we are flexible with our staff, when the realities of life and responsibility impact on the working week. We know that this trust and respect sustains a more dedicated, hardworking and loyal workforce.

Finally, we believe in equal opportunities for all. There are no glass ceilings, which means that for the most dedicated individuals, there's no limit to career success.

More good stuff

- We aim to pay fair to market-leading salaries;
- We offer an active office social scene;
- We regularly support and participate in community charity events (Cardiff 10k Corporate Team; Kidney Wales Dodgeball Champions);
- We actively encourage healthy lifestyles;
- We have a Burroughs five-a-side football team.

The Facts

- 37.5 hours working week, Monday to Friday; core hours 09:00 to 17:30;
- 20 days annual holiday (exclusive of bank holidays);
- Compulsory annual Christmas shutdown, an additional 3 to 4 days annual leave;
- Life Insurance Policy (4 times salary);
- Life Assurance Policy (in the event of serious sickness / ill health, after a period of 3 months, the Policy pays out three quarters salary, less statutory benefit, until you become better or attain retirement age, whichever the sooner);
- Contributory Pension Scheme held with Aviva and facilitated through an independent broker – we match employees contributions up to 5%; employees can pay more; salary sacrifice basis;
- We pay Professional Institution Membership Fees;
- Westfield Health cover paid for you, access to lots of benefits and services.



Education

Continuing Professional Development & Academic and Professional Qualifications

We're great believers in the importance of expanding our knowledge, individually and as a business. We always strive to be better and positively encourage knowledge sharing and innovative thinking. Because of this, we proactively encourage all forms of personal development:

- We hold regular in-house peer-to-peer training and knowledge sharing sessions;
- We provide ongoing in-house training;
- We regularly offer access to or provide external, specialist training, whether bespoke for an individual or to support group learning objectives;
- We're currently supporting staff to attain professional qualifications with the following organisations:
 - Institution of Civil Engineers (ICE);
 - Institution of Structural Engineers (IStructE);
 - Chartered Institution of Water and Environmental Management (CIWEM);
 - Chartered Institution of Highways and Transportation (CIHT);
 - The Institute of Highway Engineers (IHE);
 - Royal Institution of Chartered Surveyors (RICS);
 - The Association for Project Management (APM);
- We're also supporting staff to attain academic qualifications to the following levels:
 - BTEC;
 - NVQ;
 - HNC;
 - Bachelor Level Degrees;
 - Masters Level Degrees;
- Our annual appraisal process creates transparent and shared accountability for employees career progression;
- At the annual Graduate Training Day, graduates meet senior business leaders who review their progression and actively encourage and support their training needs;
- Approved Graduate Training Scheme with the Institution of Civil Engineers (ICE)

What the future holds

Through sustained growth, we're creating a secure, stable business. We're continually improving financial performance, ensuring profitability so that we can make an ongoing investment in the development of our business and our staff.

We actively encourage all of our staff to succeed, doing everything we can to help them enjoy a rewarding career in a stimulating and supportive business environment. Our aim is to create a culture where everyone feels a sense of security, with the space and support to fulfil their potential, whilst being confident in their future within the business.

We're here because of you. Together we will write the future.

A word from the Managing Director

There is energy at Burroughs. A desire to build a sustainable, growing business, to be market leaders. Our culture is collaborative, our staff are bright and open minded. Shape your future at Burroughs.

Piers Burroughs



4 Radnor Court
256 Cowbridge Road East
Cardiff
CF5 1GZ

Telephone: +44 (0) 29 2064 7484

 follow us @BurroughsUK

 find us on linkedin

www.burroughs.co.uk