

## **Graduate Project Management Job Opportunities**

### **2023**

Burroughs is a long-established family business specialising in civil & structural engineering and project and cost management consultancy. We are a sustainably growing business with around 45 staff. In business since 1988 we have developed a reputation for both practical and innovative designs and an ability to engineer solutions to make complex schemes successful.

#### **Job Summary**

Burroughs are seeking bright, energetic and aspirational project / cost managers to join our team. With sector leading management skills and a diverse and growing portfolio of complex, operational led projects, for innovative clients means we have long term opportunities to sustain and accelerate your career path. Accountability, challenging projects, opportunity, and a supportive culture await interested candidates.

#### **Apply for the role if**

- You have a passion for project and cost management
- You wish to become involved in programme development, procurement advice and procurement management, project reporting, change control, budget development, cost control, contract administration and risk management.
- Accountability, responsibility and diversity motivate you
- You would like your voice to be heard
- You are technically capable, open minded, inquisitive, and committed to continually improve
- You are a strong communicator, collaborative and empathetic

#### **Responsibilities include**

- Graduate Project / Cost Managers will be able to learn skills quickly, working for a mix of both Burroughs internal and external clients
- Contribute to the full project management project lifecycle: from early stage budgeting and procurement advice; executing project procurement exercises for public and private sector clients; delivering contracts, administering contracts, managing change control and project programmes, proactively reporting projected outcomes and proactively taking actions to mitigate possible impacts to project success; evaluating and responding to project risk
- Frequently our clients are busy, operational focussed clients, whom rely upon the quality of our advice and the proactivity in our delivery. You will be a valuable part of the team responsible for managing successful delivery for their projects;
- Collaborate with colleagues, contractors and clients to understand both the commercial, operational performance and implications of designs and procurement strategies
- Independently and with Senior support, communicate directly with Clients through project development stages



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### **Skills / Qualifications Required**

- Project Management / Cost Management degree and / or Masters;
- Full, clean drivers' licence is advantageous;
- Ability to work using own initiative and demonstrate a methodical approach;
- Excellent written and verbal communication skills; and
- Ability to work well independently and as part of a team

### **Benefits (please visit <https://www.burroughs.co.uk/worklife-burroughs/>)**

- We pay fair to market leading salaries;
- Agile/flexible working to support the personal lives of staff;
- 24 days annual leave (excluding bank holidays, 3/4 are mandated to be taken at Christmas when the office shuts down);
- Additional one day annual leave allowance for every 5 years in employment;
- Life insurance and life assurance policies and a health care cash plan (Westfield);
- Contributory pension scheme (7%);
- We pay professional institution membership fees (APM, RICS; etc.);
- We provide a pathway to Professional Membership;
- Formal, external training courses;
- Regular in-house peer-to-peer training sessions and regular external lunchtime CPD sessions; and
- Social benefits (football, yoga, charity support).

If you feel this opportunity is for you, please apply with a CV and Cover letter to [admin@burroughs.co.uk](mailto:admin@burroughs.co.uk) by 7<sup>th</sup> April 2023. Alternatively, if you have any questions at all please do get in touch by calling 02920 647484.