

Management Trainee Programme 2018

Site Office



Our **vision** is to be the leading, most trusted provider of distinctive, quality homes in the UK.

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Earn while you learn

Are you ready to get your foot on the ladder to a rewarding career, gaining qualifications as well as skills, and earning while you learn?

Hill's management trainee programme creates exceptional professionals in the housebuilding industry and enables you to be paid a competitive salary whilst working towards a BSc (Hons) degree.

During term-time you will typically work for four days a week and attend university on the fifth day. You can forget about any student loans or tuition fees, and you will gain on-the-job experience which is invaluable. Best of all you will have a guaranteed job when you graduate.

You will be enrolled on an accredited degree course, work alongside experienced and knowledgeable employees and will be assigned a mentor to guide and assist your career progression. In your first year you will experience hands-on training as you rotate through a variety of departments, so that you understand all the elements of the development and build process.

Your performance will be monitored and rewarded with annual pay rises. Benefits such as a company car and fuel card are also awarded as individuals progress and gain more experience.

We offer great support, excellent training and early responsibility, giving you the foundations to be a future leader in our company.





About Hill

Hill is a top 15 UK housebuilder developing homes across London and the south east. We develop, build and sell properties which are bespoke in design. We also build homes for our housing association and local authority partners. Innovation, design excellence, quality build and respect for the local environment are key to our success, which has been recognised through several major industry awards.

In 2015 we won our most significant industry award to date - 'Housebuilder of the Year' at the WhatHouse? awards plus seven other awards. In 2016 we won six awards at WhatHouse?, including Development of the Year for the third year running. In 2017, we continued our award successes, with the judges stating that "Hill doesn't miss a beat in the enduring quality of its work and the boldness and breadth of its ambition".

Founded in 1999 by Andy Hill, the company operates from five strategically located offices, including our award winning head office in Waltham Abbey (Essex), pictured left. Our other offices are located in Bicester (Oxfordshire), Crawley (Surrey), Cambridge (Cambridgeshire) and Norwich (Norfolk).

Hill has gone from strength to strength and our growth has been rapid, with record financial results year on year. Our annual turnover for 2017 is projected to be over £430m and we employ over 500 people. On a typical day, Hill has over 2,500 people working across more than 50 projects.

With plans to treble the size of the business over the next five years, we continue to invest in the future. This includes seeking new partners and investment opportunities, developing alternative business models and deal structures and investing in our industry-leading management trainee programme.

Our achievements

There is no greater reward for us than knowing we have delivered to the best of our ability and delighted our purchasers and partners. But it is also a source of pleasure for all our staff when our combined or individual efforts and achievements are recognised through awards.

A sample of some recent awards includes WhatHouse? Silver for Best Medium Housebuilder; Regional and Seal of Excellence NHBC Pride in the Job awards; the Eco-Living award for Virido at the London Evening Standard New Homes Awards (shown below); and Top 10 Development of the Decade at the RESI Conference.





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1. 243 Ealing Road, Alperton (Special Projects)
2. Woodside Square, Muswell Hill (London)
3. Ninewells, Cambridge (Eastern)
4. Mosaics, Oxford (Western)

Why a career in housebuilding?

Housebuilding is one of the UK's most successful industries and there is a huge demand for quality new homes. The industry is always adapting to new technologies, regulations and customer demands. You'll be in an environment that encourages you to think, work as part of a team and you will be helping to meet the UK's housing need.

Choosing a career in housebuilding is choosing to work in an industry where you achieve something real.

- Vital industry for the UK
- A variety of roles to suit different skill sets
- Great training opportunities
- Opportunity for career progression
- Excellent earning potential
- Rewarding work creating a lasting legacy



The Scene - our ground-breaking development in Walthamstow (London) in partnership with ISHA and Waltham Forest Council, providing 121 stunning new homes alongside a nine screen 1,200 seat cinema and fantastic new restaurants



Almost 25% of current Hill employees are either in or graduates of the trainee programme, including some of our senior managers.



Why join Hill?

At Hill you will receive first class training and gain a qualification that will set you up for life. We offer a wide variety of roles and the chance to work on and influence industry-leading projects, with a great support network.

Our imagination and commitment to provide homes appropriate to each location makes for a winning formula. With 3,000 homes in our landbank, we have a strong future development pipeline worth over £1bn of Gross Development Value.

Since we launched the trainee programme in 2003 we have welcomed over 160 trainees to the business. As an example of the success of our programme, in the last three years over 50% of our graduates achieved First Class Honours!

Hill invests heavily in the trainee programme because we fully appreciate how important these early years are and we truly believe that our trainees are the future of this company.

The WhatHouse? judges said: "Staff training and employee engagement remain among the best in the industry, with Hill having their largest ever intake into its management trainee programme in 2017".



Career opportunities Trainees are recruited into one of

Contract Surveyor

Contract Surveyors are responsible for the cash management of each development, managing and analysing subcontractor packages with the aim to make a profit. They contain, control and accurately report past costs and future financial projections. The surveyor has an active relationship with the client and each subcontract trade. They must also have a firm understanding of the money coming in and going out for each project.

Development Surveyor

A Development Surveyor's main responsibility is to manage the purchase and development process for land opportunities that may be considered by Hill. They will populate financial appraisals to analyse the feasibility of a development. They will work with the Architectural Technician to prepare planning applications for developments as well as bid submissions for land purchases.

Estimator

The Estimator's job is to prepare budgets, cost control documents and competitive tenders to secure future work. The tenders produced are measured off drawings and put into a 'Bill of Quantities' (BOQ). Using supplier and subcontractor quotes they will price the BOQ to generate an estimate for the project. These costs are then handed over to the Surveyor and Buyer to procure against.



six main disciplines:

Site Manager

The Site Manager's role is to deliver and manage an allocated project on time, to budget and safely. They ensure all trades follow and build the design specification. Site Managers control the build process on site and they ensure all materials are ordered, planned and delivered when needed. Similarly they monitor subcontractor progress and quality to keep in line with the agreed programme and standards.

Technical Coordinator

A Technical Coordinator is responsible for the delivery of a complete design package from which a project is constructed. They have to coordinate and review designs from the architect and engineer to ensure that accuracy, buildability, current regulations and specific requirements have been incorporated. They ensure that all statutory authorities are undertaken and liaise with the Local Authorities to discharge planning conditions.

Architectural Technician

The Architectural Technician will prepare feasibility plans and design developments for Hill. They will work alongside the Development Surveyor to design projects in line with expectations and programmes. They are involved in drawing up planning applications and standard building details. They liaise with the Local Authorities throughout the planning and design process.

Recruiting for 2018

We are now recruiting the following positions for September 2018

Trainee Contract Surveyors
(all regions)

Trainee Development Surveyors
(Waltham Abbey, Cambridge)

Trainee Estimators
(Waltham Abbey)

Trainee Site Managers
(all regions)

Trainee Technical Coordinators
(all regions)

1. Athena, Cambridge (Major Projects)
2. Quadra, Hackney (London)
3. Sycamore Gardens, Epsom (Southern)
4. Anstey Hall Barns, Cambridge (Bespoke)



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Our people - current trainee profiles



Amelia - Trainee Contract Surveyor

I joined Hill as a Trainee Contract Surveyor after completing A-Levels in Business, IT and Leisure Studies. I am currently in my third year of university studying towards a BSc Honours degree in Construction Management. I enjoy using the knowledge that I have learnt at university and putting it into practice on site, for me this is the best way to learn. My day to day work is always varied; I enjoy spending time on site, as well as attending meetings and working in a busy office.



Oliver - Trainee Development Surveyor

Following my BTEC Level 3 National Diploma in Construction I enrolled at university to study full time, where I met a Hill trainee who told me about the Hill programme and its benefits of working and studying part time. The exposure you get from working within a professional and ever growing business such as Hill is invaluable. The skills and knowledge that you gain can't be learnt just in a classroom alone! The degree and work go hand in hand, allowing you to progress to a much higher level, plus you benefit from a paid degree, a competitive salary and you become eligible for a company car.



Nick - Trainee Estimator

I joined Hill after completing A-Levels in Chemistry, Economics and Geography. I am currently in my second year of the trainee programme working as a trainee estimator. In my first few months I enjoyed learning from vastly experienced people in the office. The trainee programme has allowed me to develop my knowledge and skills as a person. The trainee programme is an excellent opportunity to obtain a qualification through university and on top of it you get paid.



Erin - Trainee Site Manager

Having completed A-levels in Maths, Business, Economics and Photography. The role as a trainee site manager gives me valuable experience in the industry, whilst attending university to study for a BSc Honours degree in Construction Management. No day is the same on site and it involves working with a wide variety of professions. I really enjoy being part of a dedicated team who are constantly willing to enhance my knowledge and help me learn.



Andrew - Trainee Technical Coordinator

I was first introduced to Hill in a careers meeting at Sixth Form and, after completing A-Levels in Product Design, Music and AS Level Geography, I am now part of their vastly expanding trainee programme. I am currently studying for a part-time degree in Construction Management while working, which is a great way to gain both a qualification as well as vital experience. Hill has many other programmes on offer such as the High Flyers scheme which incentivises me to push myself to the limits both in my day to day work and university assignments.



Joe - Trainee Architectural Technician

I started with Hill after studying a Level 3 BTEC Extended Diploma in Construction. I am currently in my third year of the trainee programme and I feel that I have progressed a great amount since joining. I find designing our bespoke houses very satisfying and enjoy learning all aspects of the job. Every project is different which makes the day more varied and enjoyable. The trainee programme offers an excellent experience, which provides great benefits and it's brilliant to be securing a qualification while earning at the same time.

Career development

Career development is critical to everyone's personal success as well as that of the company. You'll have support at every step to help you reach your goals and get the most out of our management programme.



Development

Hill gives you the resources and support to grow your career, take responsibility, be autonomous, accumulate experience and show what you can do.

You will interact with others, across all levels, benefiting from their advice and knowledge. Mentoring and coaching help you achieve your goals every step of the way.

We give you the opportunity to acquire new knowledge and enhance your skills in a safe environment.

Benefits

- Company car and mobile phone after 30 months, subject to performance
- 26 annual days' holiday
- Mentoring support
- Laptop for business/university use
- Travel expenses to/from university and other business use
- Subsidised events organised by our Social Committee
- Personal pension plan
- Life assurance
- Contributory private healthcare, following probation

Kieran Redfern

Assistant Technical Coordinator

Kieran won Trainee of the Year in 2017 for his outstanding performance, both at work and university.

"I take great pride in my work and aspire to be a strong, dependable, key member of the team."



Development Day

Our award-winning annual Trainee Development Day brings all trainees together in memorable and skill-enhancing team building events. Teamwork is essential in our jobs - without it we would not be able to deliver the high quality projects upon which Hill has built its reputation.

The development days are always good fun and past activities have included Dragon's Den, The Apprentice, fire walking, the Crystal Maze and sheep herding. I wonder what you could be doing in 2018!

Trainee of the Year Awards

Every year we hold a trainee awards dinner at which we reward and celebrate the success of our trainees. One worthy trainee is awarded the title 'Trainee of the Year' which is considered an exceptional achievement.

The awards dinner is held in the evening following Trainee Development Day and is hosted by the Hill Directors.

Inspiring careers



Mike - Managing Surveyor

I am Managing Surveyor for our London Region, overseeing all commercial aspects within my surveying teams. My responsibility comprises of working with the surveyors to ensure all procedures and practices are completed accurately and in a timely manner, assisting in areas of doubt or concern. By establishing my career through the trainee programme, I have obtained a wealth of experience and knowledge in Hill's processes and expectations which assists me in developing in my profession even in my role today.



Mitchell - Development Manager

As Development Manager my main focus is to secure new opportunities. The trainee programme has given me experience in preparing financial offers, contractual negotiations, managing planning applications, business development and legal due diligence. This early exposure to key responsibilities has been invaluable as I have progressed. I have recently moved from the Eastern region to our Western region to lead on land acquisitions. Taking this role at this point in my career would not have been possible without being part of the trainee programme.



Luke - Estimator

I am now responsible for pricing construction projects ranging from £10-£40million. I am line manager to a fourth year trainee as it was felt my experience of the programme and built up bank of knowledge would be beneficial to pass on. The trainee programme has given me academic skills through the degree, however arguably more importantly I have learnt the real life practical side of estimating from day one. I feel this has aided my career massively, putting me ahead of candidates who may have studied the same degree on a full-time basis.



Harvey - Project Manager

Following the completion of the management trainee programme at Hill my responsibilities within the business have grown. I am now running the flagship development for the Western region which consists of 237 units, acting as Project Manager.

Whilst on the trainee programme I did not feel like a trainee as my roles and responsibilities grew year on year. So much so that I was the main technical coordinator on a number of developments.



Darren - Senior Technical Coordinator

I am responsible for ensuring all design elements of my projects are produced on time to allow construction to begin. I am currently working on a £40million regeneration project in London, involving the construction of high rise flats and the renewing of an existing river wall. I also manage two trainees who are both working their way through the programme.

The experience I gained from the programme, in construction knowledge and in understanding what it means to work for Hill, has really helped me to progress in my role within the company.



Matt - Technical Designer

My role is primarily to ensure that the projects being designed and constructed comply with the design intent of the contract drawings and also meet the requirements of both the sales and architectural design teams.

I prepare the Employer's Requirements and specifications for each development, and by providing individual design detailing support to the external architects and engineers, as well as ensuring our procedures are followed correctly. The trainee programme was the ideal springboard for me to develop this experience and expertise.



Working with the community

Hill is fully committed to Corporate Social Responsibility and is always looking to become more involved in the communities in which we work. We sponsor a variety of activities ranging from school visits and art installations through to supporting local football clubs.

One example is our partnership with the Hills Road Sixth Form College rugby team as the team's lead sponsor for three seasons. Rob Hall, Deputy Managing Director of Residential, pictured above presenting the kit to the team, says: *"In addition to the new homes that we create, we are fully committed to supporting the communities in which we work. Our partnership with Hills Road Sixth Form College reinforces our commitment to supporting the students from colleges who provide our future graduates."*

Become a Hill trainee

Whether you are interested in becoming a Surveyor, Estimator, Site Manager, Development Surveyor or a Technical Coordinator, our trainee programme will unlock your potential.

If you are unsure which role would suit you best, or for more information on our trainee programme, please contact Simon Hawkins on 020 8527 1400.

To apply for a trainee position with Hill please send your CV and a covering letter to trainees@hill.co.uk

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