

# Graduate Programme



#highwaysgraduates

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# About us

## Connecting the country

We believe that connecting people builds communities, creates opportunities, and helps our nation thrive.

## We care about your journey

We aim to provide all our customers with safe and reliable journeys through the way we operate, maintain and enhance one of the world's most advanced road networks.

## Safety, Customer Service, Delivery

Our imperatives guide all our activity and remain our focus – keeping people moving today and moving better tomorrow.

## Our values are who we are: Safety, Teamwork, Ownership, Integrity and Passion

You'll be joining us at an exciting time, as we increase our capability and capacity by moving essential areas of the business in-house, opening up new jobs and careers. Our focus remains on equality, diversity and inclusion to ensure we provide opportunities for everyone. Our imperatives guide all our activity and remain.





# Our graduate programme

We offer a range of three year graduate programmes across the country. Our programmes are designed to give you all the skills and experience you will need to grow your career with us.

You'll work alongside experts who will guide and develop you. You'll have the opportunity to shape your future with individual development plans and career support. You'll also gain recognised professional qualifications in your chosen field. There are also opportunities to undertake placements in other partner organisations to widen your experience.

## Our graduate community

From day one you will become part of our established graduate community. As well as being able to be involved in regional events, the community hold a number of national events designed to bring everyone together to learn from each other and network. There is also an annual awards ceremony to celebrate the successes of our graduates.

## Our benefits

As well as a competitive salary you will receive 26 days annual leave (rising by one day a year to 31 days) and join a competitive pension scheme.

We also have access to discounts at a variety of high street shops, venues and restaurants to name a few. Plus the opportunity to take part in two volunteering days a year.



# Project management programme

As a Project Manager Graduate you will mix study with work. You will complete six to nine challenging and innovative placements over three years, and the projects and responsibilities you take on will build your experience and knowledge to become a full professional member of the APM (Association of Project Management).

You will have opportunity to experience the full life cycle of project delivery, planning and programme management, guided by leading industry professionals who will coach, manage and mentor you. This is supported by a programme of formal study within the project profession disciplines, tailored to your developing career path throughout your graduate programme.

## What we offer

- Profession-specific schemes and additional learning leading on the path to membership of the APM
- A combination of workshops, formal training and practical experience to develop your technical, commercial and consulting skills
- On the job training with a chance to experience many different aspects of project management through placement rotation

- Mentoring from senior project managers to provide support, guidance and career development planning while on the programme and beyond
- A dedicated line manager to provide you with encouragement, direction and career planning support to steer you into a permanent role with us at the end of your programme
- Opportunities to move your career to the next level after successful completion of the programme

## What we're looking for

- 2:2 degree or above in any subject
- Good team player with an enthusiasm and passion to succeed
- Confident, influential communicator and good listener
- Exceptional coordinator
- Proactive personality who meets deadlines and priorities where necessary
- Clear and concise writer, able to effectively distil complex and detailed topics

# Finance programme

Our three year programme will provide you with exposure to different areas of our finance directorate through a series of 9 to 12 month placements. You will gain a breadth of experience whilst undertaking a role that makes a real difference to our organisation.

We'll support your development throughout the programme and you'll have access to accredited accountancy training through the Institute of Chartered Accountants in England and Wales (ICAEW), a major professional body. Plus, with support from senior colleagues, you will also enjoy the chance to plan and manage your own training.

## What we offer

- Three years of training leading to a ICAEW qualification
- On the job training with a chance to experience many different aspects of finance through placement rotation
- Flexible working arrangements
- Additional study days
- Mentoring programme with senior project managers to provide support and guidance, along with helping trainees plan for their future development
- All trainees are offered an opportunity of promotion upon successful completion of the scheme

## What we're looking for

- 2:1 degree or above in any subject.
- Grade C or above (4 or above) or equivalent in both Maths and English at GCSE
- Have had some experience of accountancy in your education
- Good communication skills both written and oral



# Quantity surveying programme

As one of our Quantity Surveyor Graduates, you will complete a series of innovative placements over three years. The projects, challenges and responsibilities you take on will complement and directly support you on your Assessment of Professional Competence towards becoming a member of the Royal Institution of Chartered Surveyors (RICS).

You will be offered mentoring support by our Senior Commercial Managers, helping you plan your placements so you can take control of your development – as you act as an ambassador for quantity surveying at Highways England. Once you have completed our three year flexible programme, you will have proven quantity surveying skills that are in demand around the world, together with experience of working on equally impressive projects, a great first step on your commercial career at Highways England.

## What we offer

- Professional development, training and additional Continual Professional Development (CPD) learning to help you gain chartered status as a quantity surveyor with the Royal Institution of Chartered Surveyors (RICS)
- A combination of workshops, formal training and hands on experience to develop your technical, commercial and consulting skills
- Opportunities to grow and develop on the job through a variety of internal quantity surveying

placements across Highways England working on live projects

- Supervisor, counsellor and mentoring support to help you identify and reach your goals
- A dedicated line manager to provide you with encouragement, direction and career planning support to steer you into a permanent role with us at the end of your programme
- Support after the programme for those who are looking to move their careers to the next level

## What we're looking for

- At least a 2:2 in any degree discipline and have obtained or are studying towards a Master's in Quantity Surveying (RICS accredited)
- Or a 2:2 in Quantity Surveying (RICS accredited)
- Commercially minded with knowledge of quantity surveying principals, procurement and tendering techniques and construction and civil engineering contracts
- Confident communicator and good listener that can absorb complex or technical information

# Environmental programme

Our environmental programme will provide you with varied opportunities where you will get involved with a breadth of work including:

- providing technical advice to our major schemes and operational colleagues
- assisting with the development of environmental policy
- reviewing proposals for environmental improvements funded by our designated funds
- participating in environmental research and development projects and communicating with our stakeholders

As part of the programme you will receive an individual development plan that is based on your current skills, ambition and future organisational needs giving you the opportunity to shape your career. You will receive extension on the job training from our experienced team.

Whilst for most of the programme you will remain within your team learning to be an expert in your field there are opportunities to go on secondment to other organisations to widen your skills and experience. This could include working with other public sector organisations, working in our supply chain or working on a construction site.

## What we offer

- Extensive on the job training
- Tailored development plan to meet your future career aspirations
- Opportunities to go on secondment outside the organisation

## What we are looking for

- 2:2 in environmental assessment/design or subject with an environmental/sustainability focus, including but not limited to cultural heritage/archaeology, ecology, noise, air quality, water management, carbon management, landscape or planning
- Confident, influential communicator and good listener
- Exceptional coordinator
- Proactive personality who meets deadlines and prioritises where necessary
- Clear and concise writer, able to effectively distil complex and detailed topics



# IT programme

Our 3-year programme will provide you with exposure to different areas of our IT directorate through a series of placements. You will gain a breadth of experience whilst undertaking a role that makes a real difference to our organisation, such as:

- Business Partnering – The Business Partner team align to each business area to provide support and challenge to the senior team across Highways England and ensure all requests for IT are aligned to the IT roadmap
- Programme Delivery – the Programme Delivery team are a team of project managers supporting the business to deliver IT programmes and projects
- Digital and Data – The Digital and Data team drive the implementation of the data vision and strategy across Highways England ensuring data is governed and managed effectively and identifying opportunities for digital transformation
- Cyber Security – The Cyber Security team ensure Highways England data systems are secure and identifies and reports on cyber risks
- Strategy and Transformation – The Strategy and Transformation team support the ongoing transformation of the IT directorate and support all teams in reporting, governance and financial and resource planning

- Architecture and Design Technology Solutions – this team helps the business to understand it's IT landscape and identifies new solutions that align with the IT roadmap

We'll support your development throughout the programme, and you'll receive accredited IT training. With support from senior colleagues, you will enjoy the chance to plan and manage your own training.

## What we offer

- 3 years of training with study towards a level 7 qualification in Digital and Technology Solutions
- On-the-job training with a chance to experience many different aspects of IT through placement rotation
- Flexible working arrangements
- Additional study days
- Mentoring programme with senior project managers to provide support and guidance, along with helping trainees plan for their future development

## What we are looking for

- 2:2 degree or above in an IT related subject
- A minimum of a Grade C / Grade 4 in both Maths and English at GCSE
- Ambitious graduates who can thrive in a fast-paced and dynamic work environment
- Good communication skills, both written and oral are also a must, as are the personal skills necessary to work as a member of a team and to maintain good relations with stakeholders
- Pride in yourself on your integrity, and the quality of your work. This role will provide lots of opportunity for both personal and professional development in a large evolving organisation



# Energy and electrical programme

Our graduate electrical and energy engineers will mix your undergraduate/post graduate studies with real life work to build your knowledge on the job. Applying your studies and adding further professional experience to support the attributes of a chartered engineer. You will complete a series of inspirational placements over three years, and the projects, challenges and responsibilities you take on will complement your push towards becoming chartered by the Institution of Engineering and Technology.

Senior figures within the team will help you plan your placements – potentially with external partners and suppliers – so you can take control of your development. There will be opportunities to develop your design skills, research and implement cutting-edge technology. You will have the opportunity to learn about our work on Intelligent Transport Systems and Energy including how we are enabling electric vehicles on the strategic road network and the use of renewable energy.

Once you have completed our 3-year flexible programme, you will have proven, certified skills that are in demand around the world, together with experience of equally impressive projects.

Moreover, you will have a wealth of new opportunities to explore right here, as you continue to make improvements to society by creating roads that are ever-more efficient, effective and above all safe.

## What we offer

- Profession-specific schemes and additional learning to help you become a chartered engineer
- A combination of workshops, formal training and 'hands-on' experience to develop your technical, commercial and consulting skills
- Opportunities to grow and develop 'on-the-job' through a variety of electrical and energy engineering placements
- Real-life exposure to complex engineering programmes both internally and externally with members of our supply chain
- Opportunities to learn about and contribute to our energy policies, standards and operating procedures to support Highways England's strategic and shorter-term objectives including our contribution to government targets around Ultra Low Emission Vehicles
- Support and guidance of both a delegated engineer and a supervising engineer, who will help you plan and manage your training
- A dedicated line manager to provide you with encouragement, direction and career planning support to steer you into a permanent role with us at the end of your programme
- Support during the programme for those who are looking to move their careers to the next level

## What we are looking for

- At least a 2:2 in an electrical, engineering, energy or technology (accredited as a base for CEng learning) degree plus a Master's (accredited or approved by a professional institution in a related subject)
- Commercially-minded with excellent problem-solving skills
- Good team player with an enthusiasm and passion to succeed
- Proactive personality who meets deadlines and prioritises where necessary
- Confident communicator and good listener
- Clear and concise writer, able to effectively distil complex and detailed topics



# Civil engineering programme

As a Civil Engineering Graduate, you will mix study with work. You will complete a series of innovative placements over three years, and the projects, challenges and responsibilities you take on will complement your push towards becoming chartered through the Institution of Civil Engineers.

Our senior managers will help you plan your placements, potentially with external partners and suppliers, so you can take control of your development. There will be opportunities to test your design skills, manage colleagues and implement cutting-edge technology. Equally, day releases will give you the time to focus on your studies.

## What we offer

- Profession-specific schemes and additional learning to help you become a Chartered Civil Engineer
- A combination of workshops, formal training and practical experience to develop your technical, commercial and consulting skills
- Opportunities to grow and develop on the job through a variety of civil engineering placements
- Real life exposure to complex infrastructure programmes both internally and externally with members of our supply chain

- Support and guidance of both a delegated engineer and a supervising civil engineer, who will help you plan and manage your training
- A dedicated line manager to provide you with encouragement, direction and career planning support to steer you into a permanent role with us at the end of your programme
- Support after the programme for those who are looking to move their careers to the next level

## What we're looking for

- 2:2 or above in an engineering or technology (accredited as a base for CEng learning) degree plus a Masters (accredited or approved by a professional institution) or an equivalent level of further learning
- Commercially minded with excellent problem solving skills
- Good team player with an enthusiasm and passion to succeed
- Proactive personality who meets deadlines and prioritises where necessary
- Confident communicator and good listener
- Clear and concise writer, able to effectively distil complex and detailed topics



# What our graduates say



I have enjoyed the time I have currently spent on my graduate scheme and I have learnt lots. It has consisted of

several placements which have given me a broad experience across the company and helped me progress my career.

Support from managers has been fantastic and there is a genuine desire from the business to help graduates improve their knowledge, enhance their skills and develop professionally. I have received lots of support, both on a day to day basis with managers, and for long term development from a dedicated team helping me map out my career in project management. The graduate scheme provides challenging and fulfilling work, where graduates are given the opportunity to take ownership and contribute from the off. I am really enjoying my work and would really recommend it to anyone interested in project management.



**Nick Moczadlo,**  
Graduate Project  
Manager



I was offered a position on the Highways England Project Management Graduate scheme in 2019.

Since joining the company, I have personally contributed to the delivery of two Major Project schemes which in times has been challenging yet extremely rewarding. I have met so many talented, inspiring and insightful individuals who have shaped my career journey and personal development. The scheme has allowed me to study for my APM qualifications and has given me the key skills to become a future Assistant Project Manager. Highways England are supportive and invested in your career progression, whether this is via mentoring or enabling you to attend relevant training courses. I would encourage others to consider this graduate scheme as I have experienced so many amazing opportunities and achieved so much in such a short period of time.



**Charlotte Blewitt,**  
Graduate Project  
Manager



I've just completed two years of my graduate scheme within Strategy and Planning and have worked on a range of placements including planning for HS2, the Trans Pennine Tunnel Study, the Growth and Housing Fund, and developing the next round of Route Strategies.

Aside from the placements, I've really enjoyed working with colleagues I wouldn't normally engage with as part of the BAME Employee Network. This opportunity has allowed me to promote Equality, Diversity and Inclusion across Highways England.

I've learnt a lot about myself both professionally and personally and am grateful to all my colleagues for supporting my early career. I was awarded Integrity Champion 2020 at the Graduates and Apprentice Awards.



**Aneesa Butt,**  
Network Planning  
Graduate



I joined Highways England in September 2019 as a Graduate Project Manager and have been with the company for just over a year now. I have worked on two Major Projects in this time, the first project was to build a new motorway junction and was in the construction phase, and my current project is preparing to go through a public consultation.

I have worked with a large number of stakeholders from both Highways England and external organisations such as DFT and design/engineering consultants. During my first year on the Highways England graduate scheme I have not only developed myself personally, but I have begun to gain a greater understanding of project management as well as major infrastructure projects. Highways England is a great place to work and I would recommend the Project Management Graduate Scheme to anyone interested.



**Marcus Camm,**  
Graduate Project  
Manager

# To find out more about Highways England and what it's like to work for us visit...

Highways England website – [highwaysengland.co.uk](https://highwaysengland.co.uk)

Highways England Careers website – [careers.highwaysengland.co.uk](https://careers.highwaysengland.co.uk)

Our values and culture – [careers.highwaysengland.co.uk/who-we-are/culture/](https://careers.highwaysengland.co.uk/who-we-are/culture/)

Our business areas and current projects – [careers.highwaysengland.co.uk/roles/](https://careers.highwaysengland.co.uk/roles/) and [careers.highwaysengland.co.uk/projects/](https://careers.highwaysengland.co.uk/projects/)

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