**Graduate Project Management Trainee**

We have an exciting opportunity for a team worker, dedicated and self-motivated Graduate Project Management Trainee to assist the Project Team in the Oxfordshire Region.

As a Trainee we aim to equip you with an appreciation of the Company’s overall business with a focus on obtaining in-depth knowledge and supporting the team responsible for the region’s major projects.

The role will provide exposure to the entire lifecycle of the region’s large developments, from Land & Planning, through the processes of Finance, Technical, Commercial, Production, Sales and Customer Service.

The overall training will enable the applicant to carry out the key activities as detailed below. Thereafter and subject to the Trainee’s performance, suitable vacancies within the business will be considered on completion of the training programme.

The business and department works at an extremely fast pace so an aptitude for picking up tasks quickly and using

ones intuition to complete tasks is essential.

This role will suit an individual who is an excellent communicator, written and verbal; confident and has the ability to build rapport quickly, influence others and challenge ideas. You will be able to lead everyone toward achieving high standards and meet project deadlines.

**The Role:**

* Understand and appreciate factors of the Land Purchase Exercise.
* Monitor and report on compliance with the outline planning permission and s106 Agreements.
* Manage the planning process, including internal designers / external consultants.
* Providing supporting information for land parcel sales / transfers and liaise with other developers.
* Attend District Council, County Council and various other public meetings as necessary.
* Develop and continue to maintain a basis of sound technical knowledge in the areas of both Architectural Technology and Engineering.
* Manage the process of producing drawings / information for use by other internal departments and subcontractors, using either in-house or external design resources.
* Manage and report on fee budgets, appoint external consultants, etc.
* Complete applications and retain ownership of matters such as Building Control, Warranties, Secure by Design, Code for Sustainable Homes, etc.
* Have a level understanding of the subcontract and material procurement processes.
* Monitor and the development programme and ensure that the project surveyor has let all necessary orders in good time, to enable each phase of work to progress as planned.
* Support and guide the project surveyor as and where necessary to ensure the commercial function is aware of the wider objectives of the development and is engaged with the development team.
* Attend Key meetings such as Concept, Pre-tender and Pre Start, and any other relevant meeting as required under the Company’s Operating Framework procedure.
* Monitor programming of infrastructure works to support Production teams.
* Assist in the management of sub-contractors as necessary.
* Complete health & safety checks.
* Take a proactive approach to delivering Good Customer Service.
* Any other duties as required by the Production/Sales Director.

**The Person:**

* Experience within the house building industry would be beneficial.
* Previous experience working as part of a team.
* Good standard of computer literacy.
* Evidence of working to deadlines whilst managing multiple tasks.
* It will be necessary for the Trainee to hold a driving licence and have their own transport.
* As a Graduate Management Trainee position, an industry related degree is required.
* A minimum of Grade C in English and Maths at GCSE.

**Training Progression:**

* The period of training will be for 2 years, however may be extended if considered appropriate and mutually agreed.
* The trainee will spend time within each department in the business to further their understanding of everyone’s job role.
* It will be necessary for the Trainee to enrol on a HNC course relevant to their job role.
* The Trainee will be appraised every three/six months to review progress.
* The Trainee’s salary will be reviewed annually.

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

If you wish to be considered for this role then please apply in writing to [**mary.beck@taylorwimpey.com**](mailto:mary.beck@taylorwimpey.com)

**for the attention of Mary Beck, Project Manager.**

**Closing date: Friday 23rd October 2015**

**Internal applicants – please advise your Line Manager if applying for this role.**