

Graduate Advancement Programme



Welcome

At Actemium, we're passionate about embracing new technologies and helping our customers through the energy and digital transitions, which is changing the world we live in.

This change is delivered through our unique network of family sized Business Units, part of a global network of 2,000 specialist centres of excellence in over 100 countries. Mechanical, electrical, automation and IT.

We're committed that everyone should have the opportunity to reach their full potential through structured training with a dedicated mentor and real-life experience across our customer base. Our Graduate Advancement Programme will provide you with an amazing opportunity to make the progression from Graduate Engineer to a Contracts Engineer with the operational, technical and project management skills you need to take full project delivery responsibility within 2 years. We will support you towards Chartered Engineer and Chartered Project Manager status thereafter.

To empower you, GAP has been designed to be driven by YOUR ENERGY. You will see the milestones at every step, and be signposted to the tools, resources and support available to help you be successful.

Our journey starts here and thank you for choosing to join our team!

Andrew Hunter
Actemium Mechanical & Electrical Director



Graduate Profile

How will the programme work?

The 2 year programme is designed to be driven by you, with the support of your mentor/line manager and the team.

The diagram below is an illustration of the competencies of the Project Manager role. In the booklet you will find a breakdown of the requirements for each competency, and the key milestones along the way. Evidence Logs have been designed to allow you to capture your progress on the programme and form the basis of your monthly reviews with your mentor/line manager, and the wallet at the back of the booklet is there to store your certificates and accreditations.

Self directed learning

Students are also required to take responsibility for their own learning. Taking control of your own learning empowers you to take account and understand your own learning style preferences including setting your own personal development goals.



The Actemium Graduate advancement program has provided great development opportunities, accompanied with outstanding mentorship and support to progress.

A very well-structured program led by our enthusiasm and willingness to learn from industry leading engineers.

Jawwad Khattak
Senior Contracts Engineer



The Graduate Advancement Programme provides a strong foundation for any aspiring young professional to develop their career.

Under the guidance of experienced mentors, graduates are provided with the opportunity to gain on the job learning which will help them working through the competency framework objectives set out in the GAP.

The entrepreneurial nature of the Actemium GAP approach for me makes it stand out from other similar programmes. On completion of the Actemium GAP you'll have the knowledge of how to deliver projects in their entirety, from concept to commissioning and everything in between. This comprehensive knowledge of project delivery allows for a better understanding of all project stakeholder duties resulting in a more synergistic and efficient delivery.

Stuart Jackson
Design Engineer



Cultivating Entrepreneurs

We believe in the ability of each person to take initiatives, calculate risks, envision and achieve success.

Trust & Empowerment

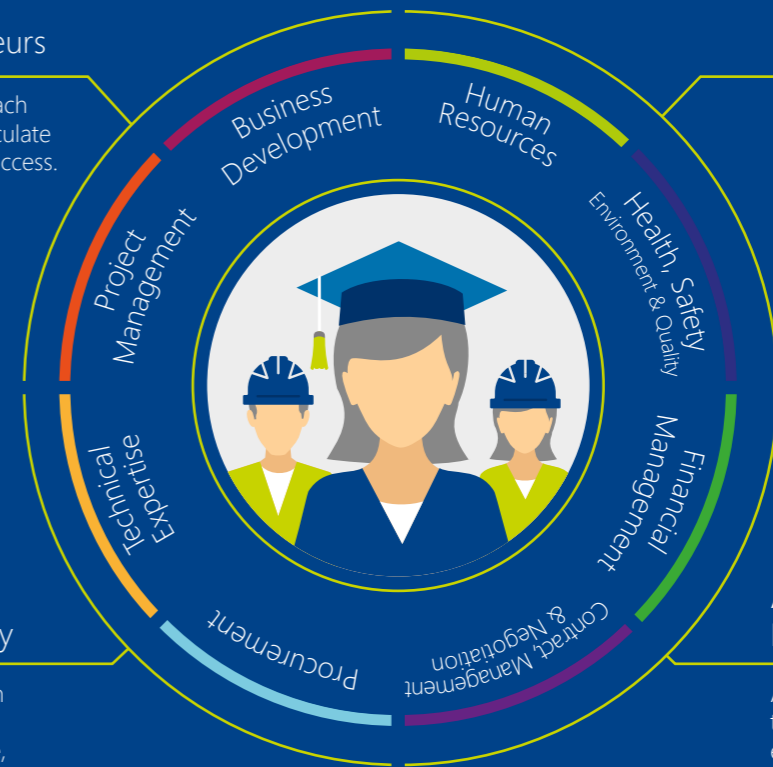
Each Business Unit and each employee is trusted and empowered to make the most of their potential, take ownership of their work and honour their commitments.

Solidarity & Generosity

Our Teams and Networks can expand and grow through sharing expertise, knowledge, resources and competencies.

Always acting with Responsibility

Actemium owes its success to the ability of each of its employees to recognise, take charge of and make the most of his or her responsibilities.



On the job

This allows you to perform the job and learn at the same time. Your mentor can offer valuable on-going and immediate advice, and sign post you to additional support, tools and resources.



The Academy

This is most commonly 'class room' training the courses on the Academy are bespoke to Actemium and are taught by subject matter experts.

Competency Framework

Project Management

- + Project Management and Change Control
- + Project Planning and Programming of work
- + Safe Delivery of Profitability on Projects
- + Use appropriate methodology and tools to track progress of project
- + Risk and Issue Management
- + Stakeholder Management & Project
- + Communications

People Management / Development

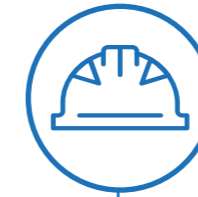
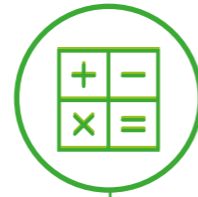
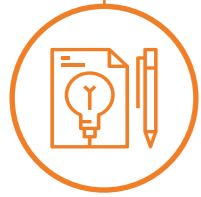
- + Team Organisation and Supervision
- + Leadership and Motivation
- + Interview and Selection
- + Performance Management and annual appraisals
- + Training and Development
- + Employee Relations and Employment legislation
- + Succession Planning

Procurement Management

- + Estimating and Procurement Management
- + Commercial and Contract Management
- + Contract law and negotiation skills
- + Equipment Hire
- + Warranty issues
- + Stock Management

Business Development & Commercial Awareness

- + Sales Negotiations
- + Market Segmentation and Analysis and
- + Identification of competencies
- + Sales and Marketing Strategy to optimise on growth opportunities
- + Implementation and Management of Sales
- + Action Plan



Technical Expertise

- + Optimise engineering practices, products, processes, systems and services
- + Establish and help develop solutions to meet end users' requirements
- + Define quality standards where necessary and ensure that deviations from these are identified and escalated
- + Use knowledge of BU's position to assess the viability of emerging technologies and promote new applications when appropriate

Financial Management

- + Budget Management
- + Application of Quartz
- + Financial Forecasting (i.e. labour, materials etc)
- + Cost Control Systems

Safety, Health, Environmental & Quality Management

- + Knowledge and application of H&S legislation, guidelines & best practice
- + Promotion of Health & Safety Culture
- + Knowledge and application of IBMS Quality Standards
- + Communication and training of safety legislation and policy e.g. CDM, PPE, Toolbox Talks
- + Knowledge and application of environmental legislation
- + Industrial Relations and Employment legislation

Contract Management & Negotiation

- + Scope and Agree Contracts
- + Understand scope of works
- + Apply Terms and Conditions
- + Payment Management
- + Claims disputes and litigation procedures
- + Management of Variations and Variations
- + Process management
- + Documentation Control
- + Delay Liabilities

Familiarisation & Participation

Leadership Under Guidance & On-Site Support

Leadership

Month 1-3

Month 3-6

Month 6-9

Month 9-12
[rotational split]

Month 12-18

Month 18-24



Project Management

The Project Manager (SCE) is the conductor of the project. They monitor the project from beginning to the end; from the initial quotation, through negotiations and processing, right through to final delivery, invoicing, payment and follow up during the warranty period.

Familiarise yourself with the IBMS and the five phases of project execution

Identify one project that you will support the PM on through the entire project cycle

Provide site assistance to the PM with the project, stand in as Acting PM when possible

Take the lead on a project, with full EV responsibility, with the support of the PM



Technical Expertise

Use a combination of general and specialist engineering knowledge and understanding to optimise the application of existing and emerging technology.

Familiarise yourself with the technical design of the projects

Participate in the design of a project working in conjunction with the design team

Validate the design of several projects, reviewing and proposing solutions

Propose solutions for the design of your projects



People Management

Lead, develop and organise the people resources to successfully deliver projects, and bring about continuous improvement.

Set up individual sessions with each team within the BU to gain an understanding of their role, and their contribution to the success of the BU

Support the PM with the management of team, preparing documents, reviewing timesheets, absences, etc in accordance with the employee handbook and employee contract

Participate in all on site team meetings, and take an active role in supporting the site supervisor and PM in the management of the teams

Take ownership for a small team to deliver your project with the support of the PM



Financial Management

Take responsibility for the control of the project, managing the balance between quality, cost and time, and delivering within identified financial, commercial and regulatory constraints.

Familiarise yourself with Quartz and Quartz i. Look at a current project within the BU and follow through Quartz

Support the PM with setting up of a project through to preparing documents for EV

Support the PM with the financial management of a full project and participate in all EV reviews for the project

Take full EV responsibility for a project with the support of the PM



Procurement Management

Oversee the procurement of materials, tools, and products...

Familiarise yourself with the framework agreements; the main suppliers and partnerships that are in place

Participate in negotiations, putting in requests for tender, and pricing

Support the PM with the negotiations, put in requests for tenders and support with the pricing

Lead negotiations with the support of the PM



Safety, Health, Environmental & Quality Management

Take responsibility for the health, safety and welfare of your projects. Apply judgement, and sound knowledge to continuously strive towards zero accidents.

Read through BU Safety, Health, Environment and Quality (SHEQ) documentation and familiarise yourself with SHEQ procedures and practices required for the project type

Familiarise yourself with client SHEQ requirements. Ensure these are included in project site induction and general site documentation; e.g. client waste management procedures and incident reporting

Prepare and deliver a project specific SHEQ tool box talk or briefing, relevant to the project and client requirements

Assist PM in the preparation of project SHEQ documentation, e.g. risk assessments, method statements, waste management details and quality plans, etc

Set and monitor project SHEQ goals, e.g. targets and objectives for site inspections, positive interventions, client meetings, etc

Complete project "Lessons Learned" exercise, and present outcomes to BUGM



Business Development & Commercial Awareness

Recognises opportunities, and generates customer value by fully understanding the end user requirements. Though analysis is able to identify ways to reduce cost and deliver excellent customer service.

Familiarise yourself with the CRM within the BU, or alternatively with the clients that the BU is working with, or has historically worked for

Review and understand the BU's strategic plan. Identify new offer which is aligned to SSP and present to PM

Support the PM with all customer communications, preparing and receiving enquiries, building offer, and negotiations

Based on SSP for the BU build a new offer to a new or existing customer. Taking full ownership for the offer from start to finish with the support of PM



Contract Management & Negotiation

Undertake full appraisal of contracts, identify all potential risks, and seek value driven solutions.

Familiarise yourself with the contracts within the BU

Review all applicable contracts for the PM that you are supporting

Support the PM with preparing contract for a new offer, reviewing contracts whereby the scope has changed, or where other revisions need to be considered

Propose contract for a new offer with the support of the PM

The Academy

How the Academy works

The Vinci Energies Academy is an organic learning platform for our bespoke training programmes including externally accredited courses.

These programmes, and the way they are delivered, are continuously being reviewed to ensure they support and develop our talent for current and future successes. Each course is linked to improving the performance of the individual, giving them the tools and resources for their chosen roles and career path.



For more information on Vinci Energies Graduate Programmes visit or scan the QR code below:

vinci-energies.co.uk/graduate-careers



www.actemium.co.uk

