



Guide for Applicants 2023-24

# CONSTRUCTION GRADUATE MANAGEMENT PROGRAMME

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Opportunities for graduates in:

- Contract / Framework Management
- Property Construction / Management
- Civil / Structural Engineering



# Foreword from Director of Infrastructure and Projects

**Thank you for your interest in the Translink Construction Graduate Management Programme. This is an exciting time to join a dynamic and growing company with significant opportunity to fast track your career within one of Northern Ireland's largest organisations.**

Translink provides award-winning bus, coach and rail services and is recognised as an Industry leader who has continued to deliver strong performance despite challenging economic times. At present, we have over 4000 employees and have a number of exciting projects underway that will positively contribute to the NI economy and ensure we meet our Climate Action Pledge to reach net zero carbon by 2040.

Our landmark Belfast Grand Central Station, a multi-million-pound project will transform public transport, delivering a modern, high quality, integrated transport hub for bus and train services across Northern Ireland and beyond. Furthermore, we have new trains and buses in production which alongside future procurement plans will play a major part in providing additional, attractive public transport that will reduce Northern Ireland's carbon footprint and improve air quality.

This is the third year of the Construction Graduate Management Programme. Previous years graduates have been successfully embedded into Translink and have commenced the bespoke leadership training programme. Based in our Infrastructure and Projects Directorate, the programme has been developed to attract talented individuals to assist with the maintenance and renewal of our assets.

If you consider yourself to be an ambitious, hardworking, results focused Graduate with exceptional communication skills and a passion for continuous improvement then this could be an excellent path for you. The Translink Construction Graduate Management Programme will last three years. Throughout that time, you will be exposed to all areas of the business helping you build contacts as well as gaining hands on and managerial experience which will enable you to develop the skills to become a manager within Infrastructure and Projects.

May I take this opportunity to wish you all the best with your application.



**John Glass**

**Director of Infrastructure and Projects**







# History of Translink

**The Northern Ireland Transport Holding Company (NITHC) is a public corporation established under the Transport Act (NI) 1967 to oversee the provision of public transport in Northern Ireland.**

In 1973 Citybus (now Metro) was incorporated to take over the bus services of the Belfast Corporation Transport Department. Translink is a brand name which incorporates Citybus (branded Metro), NI Railways, and Ulsterbus, which operate scheduled bus and rail services and effectively communicates the co-ordinated nature of these services in Northern Ireland, including cross-border and cross-channel links.

The Board of the Northern Ireland Transport Holding Company is responsible to the Department for Infrastructure for the operation of its subsidiary companies, Metro, NI Railways and Ulsterbus, which deliver public transport services.

The Board is responsible for the strategic direction of the Group in accordance with the strategy set by the Department for Infrastructure. It is responsible for good corporate governance throughout the Group.



# TRANSLINK NETWORK

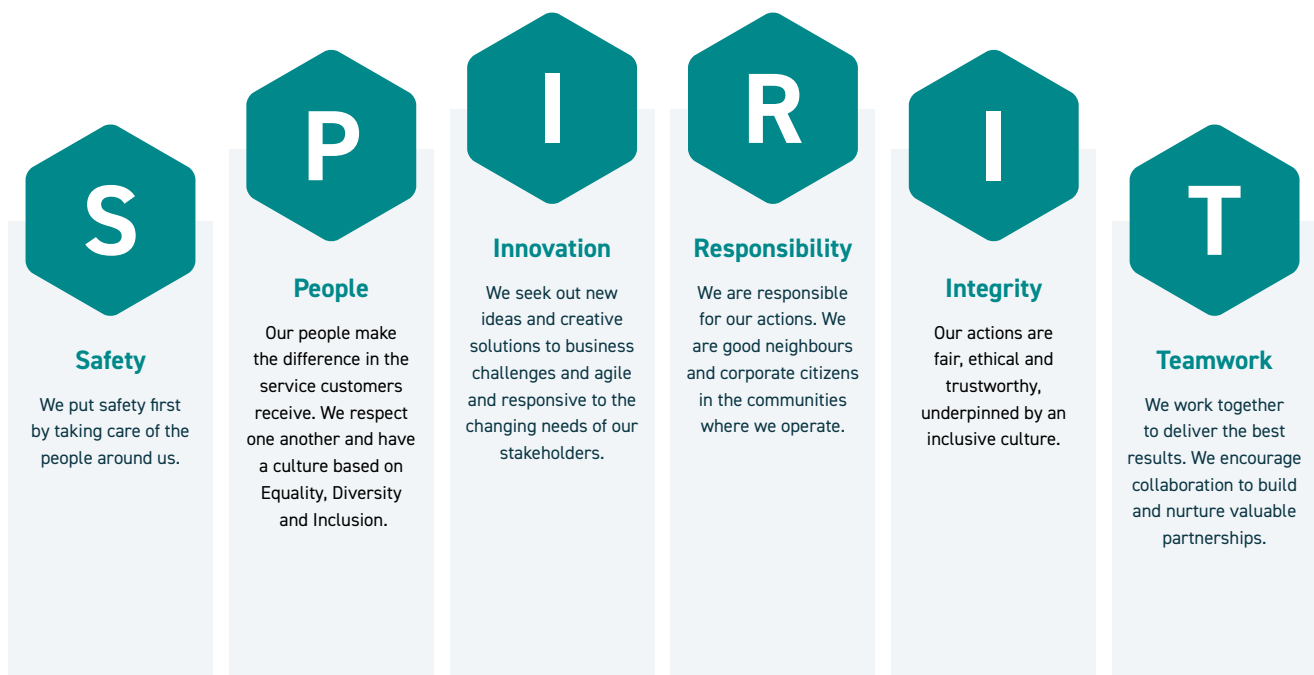


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Portrush  
Portstewart  
Coleraine  
Limavady  
Ballymoney  
Kilrea  
Dungiven  
Magherafelt  
Cookstown  
Dungannon  
Craigavon  
Portadown  
Middletown  
Keady  
Newry  
Ballycastle  
Ballymena  
Antrim  
Ballyclare  
Crumlin  
Lisburn  
Lurgan  
Rathfriland  
Newcastle  
Dundrum Bay  
Larne  
Bangor  
Donaghadee  
Newtownards  
Comber  
Carryduff  
Ballygowan  
Ballynahinch  
Dromara  
Downpatrick  
Portaferry  
Belfast Lough  
Lough Neagh  
GLENS OF ANTRIM  
SPERRIN MOUNTAINS  
MOURNE MOUNTAINS  
Dublin  
Galway  
Dublin



## Our Vision and Our Values

**Our people make the difference and the success of Translink relies on their skills, knowledge and behaviours. All this contributes towards providing the best possible service for our customers.**

The Translink Spirit is a positive expression of the way that we do things - the teamwork, the fresh ideas, the sense of responsibility, the quality, the commitment to safety, the integrity - everything that makes us a fundamental part of the Northern Ireland economy and everything that makes Translink a great place to work.

Our Translink Spirit is vital to our business and is central to who we are. We take pride in the amazing Spirit that employees show, both in their job roles and the work that people do above and beyond that, all supporting our vision of ensuring that Translink is 'Your first choice for Travel'.

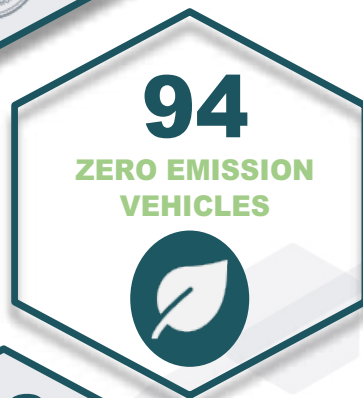
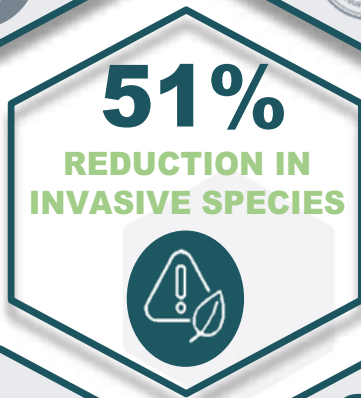
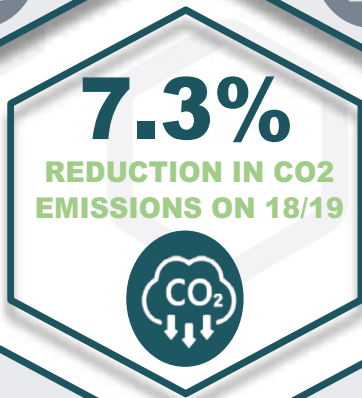
The wellbeing of our employees has always been important and over the years our wellbeing activities have grown and developed. We have a wide range of initiatives and support available to employees across all areas of the business including local mental health first aiders and Wellbeing Champions. We also continue to innovate how we communicate and engage with staff, developing our employee Spirit app and online Learning Platform. As we move forward, our people and the Translink Spirit will continue to be vital to our success.





# Spirit in Action: Our Corporate Responsibility Highlights







# Improvements and Projects



## North-West Transport Hub

The award-winning North-West Transport Hub project included restoration and refurbishment of the formerly listed Waterside Train Station. The main goal of the project was to improve connectivity in the North-West by integrating multimodal forms of transport and included creation of new platforms, a new bus turning circle, new retail units, a community space and a Greenway link to the City Centre via the Peace Bridge.

The ambitious project has been recognised for its contribution to making the North-West an attractive place to work and live, with high levels of innovation, sustainability and cohesion.

Achievement of the National Railway Heritage Award celebrated the best practice standards applied during the design as well as the quality of workmanship during the restoration and maintenance of buildings, structures and signalling installations.

The EU Regiostars Award for 'enhancing green mobility in the regions – European Year of Rail 2021', recognised the project for its contribution to encouraging the use of sustainable travel.



## Belfast Grand Central Station

Belfast Grand Central Station, a multi-million investment by the Department for Infrastructure, will be at the heart of an exciting new city neighbourhood called 'Weavers Cross.' Belfast Grand Central Station is the biggest public transport infrastructure project and represents one of the largest single investments in Northern Ireland.

The transport led regeneration project will require a significant civil engineering and construction intervention to build the state-of-the-art transport hub. It is a hugely important NI Executive Flagship Project and a key driver of economic growth and prosperity for Belfast and Northern Ireland.

'Weavers Cross' will be situated in the heart of Belfast; Located on an 8-hectare site beside the current Europa Bus centre and Great Victoria Street Stations, it will be the main transport gateway to Belfast, creating a sense of arrival in a modern, progressive city, with rail, bus and coach connections to all parts of Northern Ireland and beyond.

Designed to be fully inclusive for all, this impressive facility will be a catalyst for the regeneration of the area and ensure we have the right infrastructure in place to encourage modal shift to attract more people to choose public transport.



# Improvements and Projects



## Translink Future Ticketing System

A new era in Translink tickets is coming that will provide customers with better integration, flexibility and convenience when buying and using tickets for Translink services.

Translink's Future Ticketing System (TFTS) will provide Glider, Metro, Ulsterbus and NI Railways passengers with better integration, flexibility and convenience with key customer enhancements including contactless credit/debit card payments, online ticket purchase, online smartcard top-ups, an ePurse 'Oyster style' smartcard, 285 Ticket Vending machines plus electronic gates to smooth passenger flows at main Rail Stations. TFTS will transform the passenger experience, meet changing customer needs in order to attract more people on board services.

## Zero Emission Bus fleet

Translink has a detailed and progressive Zero Emission fleet strategy. It is proposed that by 2040, both Bus and Rail fleets will be zero emission fleets. As part of the programme, the Metro services operating in Belfast and Londonderry will be zero emission by 2030. The initial roll out of this programme has commenced with the procurement of 100 zero emission vehicles, due to be in service by end of March 2022. Included in this number are 20 Fuel Cell Electric Vehicles (FCEV).



## Upgrade of Real Time Passenger Information

Translink has embarked on an exciting project to upgrade how we communicate with passengers using Real Time Passenger Information (RTPI) and Audio-Visual Next Stop Announcements. As well as improving operational performance, RTPI improves the customer experience by making Public Transport more accessible and keeps passengers reliably informed. To date these core functions have been successfully deployed across all Metro and Glider fleet and the next phase of the project will look to expand these services throughout Ulsterbus.





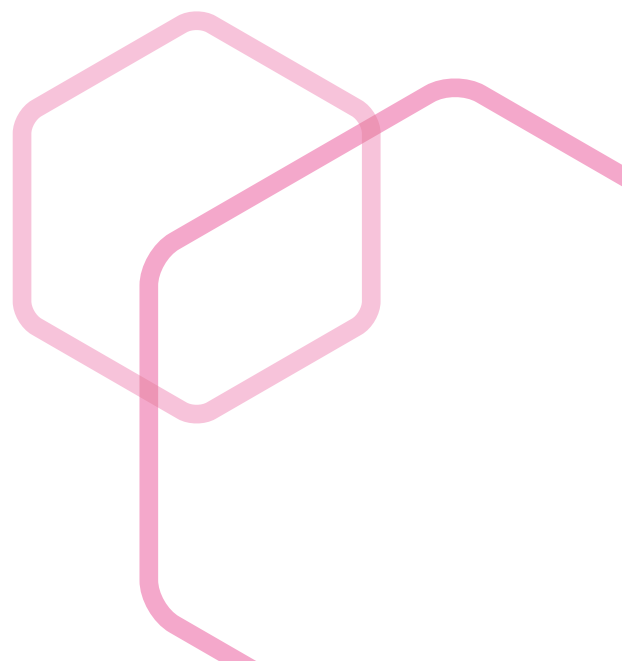
# What is the Construction Graduate Management Programme?

**We have invested heavily in developing an innovative development programme designed to challenge and motivate you. The programme is demanding and will require you to develop your leadership capability and to gain an understanding of all parts of the business.**

Our aim is to provide you with the opportunity to fulfill your potential and achieve your future career aspirations as a Leader within our organisation. For example, this might be as a Project Manager delivering track, property or bridge renewals, an Asset Manager responsible for inspecting and maintaining tunnels or sea defences, or a Commercial Manager responsible for managing contracts and ensuring value for money. On a daily basis you will find yourself right at the heart of the action, either in direct contact with employees or the public or preparing valuable data by which we can take the business forward. We will support you with award winning Leadership and Management development, incorporating practical experience gained on the job. Throughout your time on the programme, you will be mentored by a Senior Business Leader and will be encouraged to report regularly on your developing experience.

This is an exciting time within Translink with the commencement of a number of projects including our landmark Belfast Grand Central Station.

The Construction Graduate Management Programme will last approximately three years. Throughout that time, you will be exposed to all areas of the business helping you build contacts as well as gaining hands on experience. At the end of the Construction Graduate Management Programme we expect you to be ready for a permanent management role.







Below is an overview of what you will undertake in each year of the programme.

## Year 1

### Onboarding and Induction

During the onboarding period you will meet with our Senior Managers and get an overview of the business including:

- Company strategy
- Vision
- Values

At this stage you will develop your own Personal Development Plan.

**Work Placements:** Within your first year you will undertake placements within various Infrastructure and Projects departments.

**Training:** You will undertake a wide range of management training.

## Year 2 & 3

Years 2 & 3 are when you really start to put all your knowledge and skills gained within the first year to use. During these years you will be given additional responsibility and set challenging delivery and performance objectives which will contribute to the overall success of your department. With assistance and support you will oversee business performance for your area of responsibility, working to achieve a number of key performance indicators. As well as working within your department, you may also have the opportunity to contribute to key projects designed to improve the sustainable delivery of Public Transport within Northern Ireland.







# Job Description & Core Capabilities Specification

**Job Title:** Construction Graduate Management Programme

**Hours:** 37 hours per week

**Location:** Greater Belfast (with travel required to serve projects across Northern Ireland)

**Type:** 3 year training programme leading to permanent role

**Salary:** £29,280 pa

## Job Purpose

As a Construction Management Trainee you will get the opportunity to join a highly successful public transport organisation which supports the growth, social inclusion and welfare of local communities. As a part of this successful programme you will make a valuable contribution to our Mission 'to deliver a transformation in public transport, providing integrated services which connect people, enhance the economy and improve the environment, enabling a thriving Northern Ireland'. This programme will provide you with the all-round skills you will need to be a future Manager in Translink.

There will be the opportunity for you to attend a range of relevant training courses and actively participate in a range of work shadowing placements throughout Translink. The three-year programme is expertly designed to help you develop knowledge and skills as you progress through the programme.

At each stage you will be mentored and supported by relevant managers throughout the business.

## Construction Graduate Management Programme

There are a range of opportunities available within the various Infrastructure & Projects departments. They are as follows:

### **Permanent Way Department - 2no. positions**

The Permanent Way department is responsible for the inspection, maintenance and replacement of the railway track infrastructure.

### **Structures Department - 1no. position**

The Structures department is responsible for the examination, assessment, maintenance and replacement of railway structural assets, technical approvals and management of third party works requests.

### **Contracts Department - 1no. position**

The Contracts department is responsible for the planning, development and assurance of major projects, frameworks and commercial contracts.

### **Property Department - 1no. position**

The Property department is responsible for the delivery and management of property projects and maintenance throughout the Translink network.





## Personnel Specification

The core capabilities required for the role include:

### Essential Criteria - Qualifications

- Possess or expect to obtain a 2.1 degree in a relevant subject, as outlined in the table below, by July 2024.

Infrastructure & Projects Department	Forecasted minimum of 2.1 degree in*	Job Family
Property Department	Building, Civil Engineering or any other relevant construction degree	Job Family 1
Permanent Way Department	Civil Engineering or any other relevant construction degree	Job Family 2
Structures Department	Civil Engineering, Structural Engineering or any other relevant construction degree with structural engineering modules	Job Family 3
Contracts Department	Quantity Surveying or any other relevant construction, business, finance or legal degree	Job Family 4

\*Degree module results to date to be provided as part of application

We are seeking candidates who have a genuine interest in the positions they are applying for.

Candidates will be asked to consider, based on their qualification and interest, to apply for a maximum of **2 job families**.

### Desirable Criteria - Experience

- A minimum of 1 years' experience of working in industry, this can include a placement year.

## **Qualifications and Experience:** (continued)

### **You should also have:**

- Ability to work on own initiative and as part of a wider team
- Ability to plan/organise to meet deadlines
- Leadership/management skills
- High level of interpersonal skills including strong influencing skills
- Strong problem-solving skills and the ability to think creatively

## **Competencies**

Translink has a defined set of competencies for all managerial positions defined in a Leadership Framework entitled 'LEAD'. The LEAD Framework underpins our key 'people process,' those noted below will be assessed throughout the recruitment process:

### **Lead - Leadership of people and teams are a fundamental part of the role.**

Demonstrates inspirational leadership and motivates others to achieve their objectives and organisational goals through involvement, providing feedback, support, and development.

## **Engage - Collaborating with others**

Proactively develops and maintains effective working relationships with a range of diverse stakeholders, creates and manages effective networks and alliances internally and externally.

## **Adapt – Meet further challenges**

Seeks to continually respond to challenges, innovate and add value to our customers. Focus on meeting the varying needs of our stakeholders and wider marketplace.

## **Deliver – Delivering results**

Takes personal responsibility for making things happen. Shows motivation and perseverance in overcoming obstacles and achieving results.

## **Medical Requirements**

- Pre-Employment Medical
- Safety Critical Medical

## **Additional Requirements:**

- Possess a full current driving licence and have access to a car
- Be prepared to work at any of our locations throughout Northern Ireland



## How to Apply

Please visit our website: [www.translink.co.uk/workwithus](http://www.translink.co.uk/workwithus) and complete the online application form! Applications will be open from 1st November - 30th November.

### Guidance on completing the application form

The application form plays a crucial part in the selection process.

All information that you supply will be used in the shortlisting process, the assessment process and at the interview itself. It is vital that you complete this form as **fully** and as **accurately** as possible.

The following advice is designed to help you, particularly if you do not have experience of filling in application forms.

### Education, Additional Qualifications & Training

Make sure that you give all the information needed, including any awards or qualifications, either expected or obtained and dates taken. Include any training that you have received which you consider relevant to the position for which you have applied. If you have membership of any professional bodies you should mention these here.

### Employment Record

Write the names and addresses of your present and past employers and the dates you were employed by them as well as details on the roles that you held. This section should include any part-time, temporary or voluntary work whilst in full time education.

### Essential and Desirable Criteria

This is your opportunity to demonstrate your relevant experience and qualification/s. If you have not yet obtained your degree qualification you'll be asked to provide details of your module results to date.

**Remember, the panel cannot make assumptions, you need to fully explain your role and relevant details.**

This element of the application form is particularly relevant to whether or not you will be shortlisted and/ or selected for assessment.

### Job Family Selection

You will be asked to select **a maximum of two job families** you would like to be considered for. Please think about this carefully, such as the job family that aligns best to your interests and/or qualification route.





## What to expect - Assessment Stages

### First Stage

All applicants will be short-listed against the criteria questions.

We anticipate a first stage test will also be used to measure judgement and decision making skills.

### Second Stage

Those who meet the standard in this first stage may be invited to an Assessment Centre in advance of a structured interview.

Please note, if you apply for roles in two job families you will be required to attend two final stage interviews.

\*It may be difficult to provide alternative dates for assessment centres\*

### Assessment Dates

It is anticipated that the following timescales will apply:

- **Stage 1**  
(Short-listing)  
– December 2023
- **Stage 2**  
(Assessment)  
– January 2024

## Our Benefits Package

### We can provide an excellent reward and benefits package, including:

- 26 days' annual leave plus 9 days' public holidays
- The option to join an excellent NILGOSC pension scheme as well as concessionary bus and rail travel throughout Northern Ireland
- An employee benefits scheme, provided by an external provider that offers a range of discounts on shopping, holidays, restaurants, gym membership as well as reductions on attractions nationwide

**In addition to these benefits you will also be paid an annual salary of £29,280 whilst you are on the Construction Graduate Management Programme.**

### Development Opportunities include:

- Having a mentor/buddy to guide and support your personal development
- Experience opportunities in a range of Infrastructure and Project departments
- Training including Health & Safety, Company systems and job specific courses

### Diversity, Inclusion and Wellbeing initiatives:

- Wellbeing strategy and an Equality, Diversity and Inclusion strategy comprising themed monthly initiatives and events
- Access to your Translink information and all the latest news and updates through our employee Spirit App
- Policies to support an inclusive culture e.g. Family friendly policies
- Complimentary access to Inspire who offer all employees counselling services, financial advice and legal advice
- Cycle to work scheme
- Clubs & Societies (e.g. Translink Choir, Metro Golf Society, Translink Hiking Club)
- Staff Networks including a Female Network and an LGBT+ Network
- Volunteering & Charity Initiatives
- Joint bus & rail employee-based charity scheme; employees contribute to the charity scheme through donations, which are tax free and deducted from gross pay





Translink is fully committed to Equality of Opportunity. We are driven, through the analysis of our diversity information and industry standards, to deliver initiatives to support diversity and inclusion in the workplace and for our customers. In this instance applications from women would be particularly welcome.

We want to provide an environment to attract, retain and motivate the best.

Our Equality Scheme, Disability Action Plan and Annual Progress Report can be found here:

[www.translink.co.uk/corporate/publicationsanddocuments/nithcreports](http://www.translink.co.uk/corporate/publicationsanddocuments/nithcreports)



Bronze  
Diversity Mark



PHOTO CREDIT: ROBERT MCMULLAN