

Vacancy:

Engagement Advisor

Location:

Coleshill B46



What is HS2?

HS2 is a brand new, low carbon high-speed railway critical in supporting the UK's economic growth and tackling climate change. It will provide much-needed rail capacity and is integral to increased economic growth – helping to improve connectivity, create jobs and support the UK economy. Construction of HS2 is underway and the project is already supporting thousands of jobs and businesses around the country.

Role Purpose:

Your role as Engagement Advisor within the Stakeholder Management team is to manage and ensure the effective running of the Stakeholder Engagement Function.

Accountabilities:

There will be a wide range of duties including:

- Providing full support for the Community Engagement team as required.
- Facilitating team and stakeholder meetings by preparing information in advance.
- Ensuring all requisitions are raised in a timely manner and managed through the procurement system.
- Producing information and documents to standard processes and templates e.g. communication and engagement plans.
- Reporting and monitoring processes as required to ensure the effective flow of information onto the correct database.
- Acting as a point of contact for logging opportunities and ensuring those records are captured and maintained.
- Complying with Company and project policies and guidelines.

Skills/Experience:

The following skills and experience are required:

- Strong skills and experience with Microsoft Office 365 is essential.
- Ability to work to own initiative and deliver to deadlines.
- Knowledge and understanding of large building/civil engineering infrastructure projects.
- Strong verbal and written communication skills.
- Experience of community liaison or engagement with stakeholders.



TO APPLY:

Candidates must register their interest using the link below:

<https://forms.office.com/e/pk4aWbEeCH>



Balfour Beatty



Working in
partnership with

HS2