



## BBV Skills Academy General Operative Programme

Location: Project Wide

We are offering a FREE training programme where candidates will receive specialist training to equip them with the skills, knowledge and qualifications that will lead to employment within the construction industry. Successful candidates will also have a guaranteed interview and access to a paid work trial.

Formal Interviews at the end of the work trial period may result in permanent hire dependent on outcome.

**The next programme will be delivered in November.**

**Use the QR code below to register interest.**

### Eligibility:

Candidates need to be aged 19+ in the academic year, unemployed, have lived in the UK for the last 3 years and in receipt of either: Universal Credit, Job Seeker's Allowance or Employment & Support Allowance.

### Courses are available at:

South & City College, Bordesley Green Campus  
City of Wolverhampton College, Wellington Road Campus, RMF, Solihull, QTT, Lichfield



## Administrator

Location: Coleshill B46

As an Administrator your main role will be to support the Design Integrity Team by processing all admin tasks. You will be co-ordinating the preparation of contractual communications, supporting the team to format documentation to project standards and working collaboratively to support the delivery of the project.

**Previous experience working in an office environment is required.**



## Information Management Support Trainee

Location: Coleshill B46

As an Information Management Support Trainee you will learn how to support software systems, understand the Information Management process within software and improve communications. Your role will include providing technical and functional support for BBV and supply chain within CDE systems (Connected Data Environment) and contributing to the implementation of upgrades and migration to future CDE services.

**Customer service experience and an understanding of communication etiquette is desired.**



## Audit Co-ordinator

Location: Coleshill B46

As an Audit Co-ordinator you will support the co-ordination, submission, compliance and management of assurance activities and the resolution of assurance related issues. Your role will include maintaining the integrated Audit programme, attending audit meetings and reporting against Audit performance

**Experience in Microsoft Office 365 is essential.**



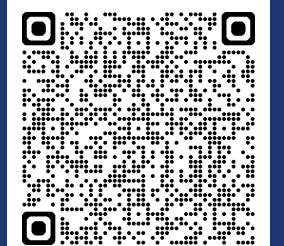
## Health & Safety Admin Apprentice (Level 3)

Location: Coleshill B46

Working as a Health & Safety Admin Apprentice your role will be to provide administrative support to the wider health & Safety team and ensure all documentation is accurately sorted.

Apprenticeship Standard: Business Administration Level 3.  
Entry Requirements: Minimum of 5 GCSE's or equivalent at grade 9-4/A-C including Maths and English.

**Full UK Driving Licence is required.**





## Plant Apprentice (Level 3)

Location: Birmingham B46

As a Plant apprentice you will be assisting with the operation, maintenance and troubleshooting of heavy plant equipment and tower cranes.

Apprenticeship Standard: Maintenance and Operations Engineering Technician (Level 3)

Entry Requirements: Minimum of 3 GCSE's or equivalent at grade 9-4/A-C including: Maths, English and Science.



## Surveyor Apprentice (Level 3)

Location: Lichfield WS14

Working as a Surveyor Apprentice you will be assisting the Surveyors to perform their daily tasks as part of the team.

Apprenticeship Standard: Level 3 Geospatial Survey Technician

Entry Requirements: Minimum of 5 GCSE's or equivalent at grade 9-4/A-C including Maths & English.



## Environmental Co-ordinator

Location: Coventry CV8

As an Environmental Co-ordinator you will be responsible for challenging the design of the environmental assets and reviewing the models for all environmental topics that are produced.

**Experience within the environmental construction sector is essential.**



## Engagement Advisor

Location: Coleshill B46

Your role as Engagement Advisor within the Stakeholder Management team is to manage and ensure the effective running of the Stakeholder Engagement Function by providing full support for the Community Engagement team as required.

**Experience of community liaison or engagement with stakeholders is required.**

Further vacancies are available online on the HS2 Jobs Board, to access please click on the link below:

[Careers with our supply chain - HS2](#)

Balfour Beatty



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