



ROLE PROFILE

Balfour Beatty Group Employment Limited (Construction Services UK)

ROLE TITLE	Social Science Research Student
BUSINESS STREAM/FUNCTION	Balfour Beatty Rail – Rail Systems (Eleclink)
ROLE LEVEL	Grade: Non Paid Placement (Maximum 4 weeks) Reports to: Health, Safety and Environmental Manager
LOCATION	Folkestone: Eurotunnel, UK Terminal, Ashford Road, Folkestone, CT18 8XX
ROLE PURPOSE	<ul style="list-style-type: none"> • Business culture research in live construction project environment • Application of Culture Mapping Model provided by HSE Manager • Conduct Interviews/Focus Groups/Questionnaires as necessary
DIMENSIONS	Organisational: To support and assist the Health, Safety and Environmental department and provide expert guidance on organisational culture research and documentation.
INTERFACES	Internal: HSES Manager, HR Business Partner, Eleclink Project Senior Team, Site and contract operational teams. External: University of Kent
ACCOUNTABILITIES	<p>Core:</p> <ul style="list-style-type: none"> • Follow the Balfour Beatty Values and Behaviours • Follow site safety rules at all times • Complete work experience arrangement documentation (HRS-SF-0041a) • Must not work more than 6 hours a day (Generally between 10:00 – 16:00) <p>Role:</p> <ul style="list-style-type: none"> • Manage the development and documentation of the culture mapping model • Complete weekly report on activities/experience gained • Produce final report on research findings • Own IT equipment required • Travel Expenses can be claimed
PERSONAL QUALITIES AND EXPERIENCE	<p><u>Procedural Requirements</u></p> <ul style="list-style-type: none"> • Must be over 18 years old <p><u>The following qualities/experience are essential:</u></p> <ul style="list-style-type: none"> • Strong communication and influencing skills • Strong research/analytical skills • Good working knowledge of research methodology • Good report writing skills • Strong organisational skills with good working knowledge of Microsoft Word and Excel. <p><u>The following qualities/experience are desirable:</u></p> <ul style="list-style-type: none"> • Ability to effectively conduct focus groups and interviews • Understanding of industry best practice with regards to effective business culture • Understanding of socio-economics (social-value / social-performance)
BEHAVIOURAL COMPETENCIES	Results Driven: Demonstrates a passion and excitement for his/her work. Tackles problems head-on and works to resolve them without delay.



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	<p>Focus on Excellence: Willing to go the extra mile to exceed expectations. Continually searches for ways to add value and take performance to the next level.</p> <p>Teamwork & Collaboration: Proactively builds knowledge through sharing knowledge, ideas and expertise with others.</p> <p>Customer Focus: Is dedicated to meeting the expectations and requirements of internal and external customers. Actively collects customer information and uses it to improve services and solutions. Manages the experience of customers to ensure positive relationships are established and maintained.</p> <p>Operational Excellence: Plans and organises work to safely achieve maximum efficiency and output. Delivers results consistently.</p> <p>Adaptability: Learns quickly and adapts positively to changing business and customer requirements. Is energised by change.</p>
LAST UPDATE AND ROLE PROFILE CODE	10/06/2018