

An aerial, black-and-white photograph of a large-scale construction project. The image shows the skeletal steel framework of several large buildings under construction. The ground is a mix of dirt, gravel, and construction materials. In the foreground, there are stacks of long, rectangular concrete or metal beams. To the right, there are more construction materials, including what looks like a pile of rubble or earth. A few small vehicles, possibly trucks or forklifts, are visible on the site. A large, semi-circular yellow graphic element is on the left side of the image, partially obscuring the construction site. Overlaid on this yellow area is the company logo and a headline.

SpellerMetcalf
innovation & excellence in construction

A career in construction

with Speller Metcalfe



SpellerMetcalf

Our Company

Speller Metcalfe is a forward-thinking contractor looking to encourage the next generation into construction. Our people are the biggest and most important part of this journey, and with a wealth of roles available right across the industry, we want to play our part in highlighting our exciting and dynamic sector, and encourage you to be a part of it.

Established in 1995 by Steve Speller and Andy Metcalfe, we have a long-established reputation as a leading regional contractor within the Midlands and South West, with a key focus on providing innovation and excellence in construction. **Speller Metcalfe** is proud of its family roots, which provide the foundation to the non-adversarial approach and teamwork ethos that runs throughout the business.

As a company, we undertake projects between £250k-£20million across a variety of sectors, including education, healthcare, leisure, commercial, industrial and affordable housing, to name a few.

This booklet will outline the exciting roles that are critical to both the completion of a construction project, but also to the success of **Speller Metcalfe**.

You might be surprised at the variety of roles and opportunities on offer - from passionate environmental managers to driven estimators, and technical IT support to creative communication assistants. All roles are critical to the future success of the construction industry – a future you can be a part of.

Family
Safety
Honesty
Collaboration
Forward-thinking
Sustainability

Our Values

Our mission has always been to encourage, develop and combine the individual skills of our staff, and we welcome and encourage people from all backgrounds and abilities. Our company values are the foundation of everything we do, and truly reflect what we stand for and what we look for in those we employ.

Start your Speller Metcalfe journey here...



Our People

Speller Metcalfe is not just about building, we're also about people. We strive for a hard-working, determined and passionate workforce, and this is something you could be a part of.

As a company built upon an ethos of teamwork and family values, our people are at the very heart of it. We pride ourselves on employing a talented and dedicated array of staff who are committed to working together and supporting each other.

Our approach focuses on developing and retaining our staff, building relationships and working together to consistently deliver on our reputation as one of the very best in construction.



Why Speller Metcalfe?

We are committed to being the best in construction, so we want to hire the best individuals, who are willing to grow and learn.

Working for **Speller Metcalfe** provides you with expert guidance, opportunities for development and key experience in the industry. If you are just starting your career, we have opportunities for everyone to develop at every level, allowing you to work with like-minded people and make new friends, all while sharing the experience with other young professionals.

Choosing **Speller Metcalfe** means choosing a dynamic environment where you will be championed, encouraged, challenged and supported in every step of your career progression.



Our Roles

Over the following pages we introduce you to a number of roles we employ at **Speller Metcalfe**, and most importantly, the people behind them.

Find out what it is they like about working in construction and the path they took to get there.

Remember the construction industry is vast, and these are just examples of some of the roles you can expect to find. To find out about more about the full range of roles available, you can also visit goconstruct.org.

Bid Writer

Starting at: £25000

Salary: (depending on location/employer)

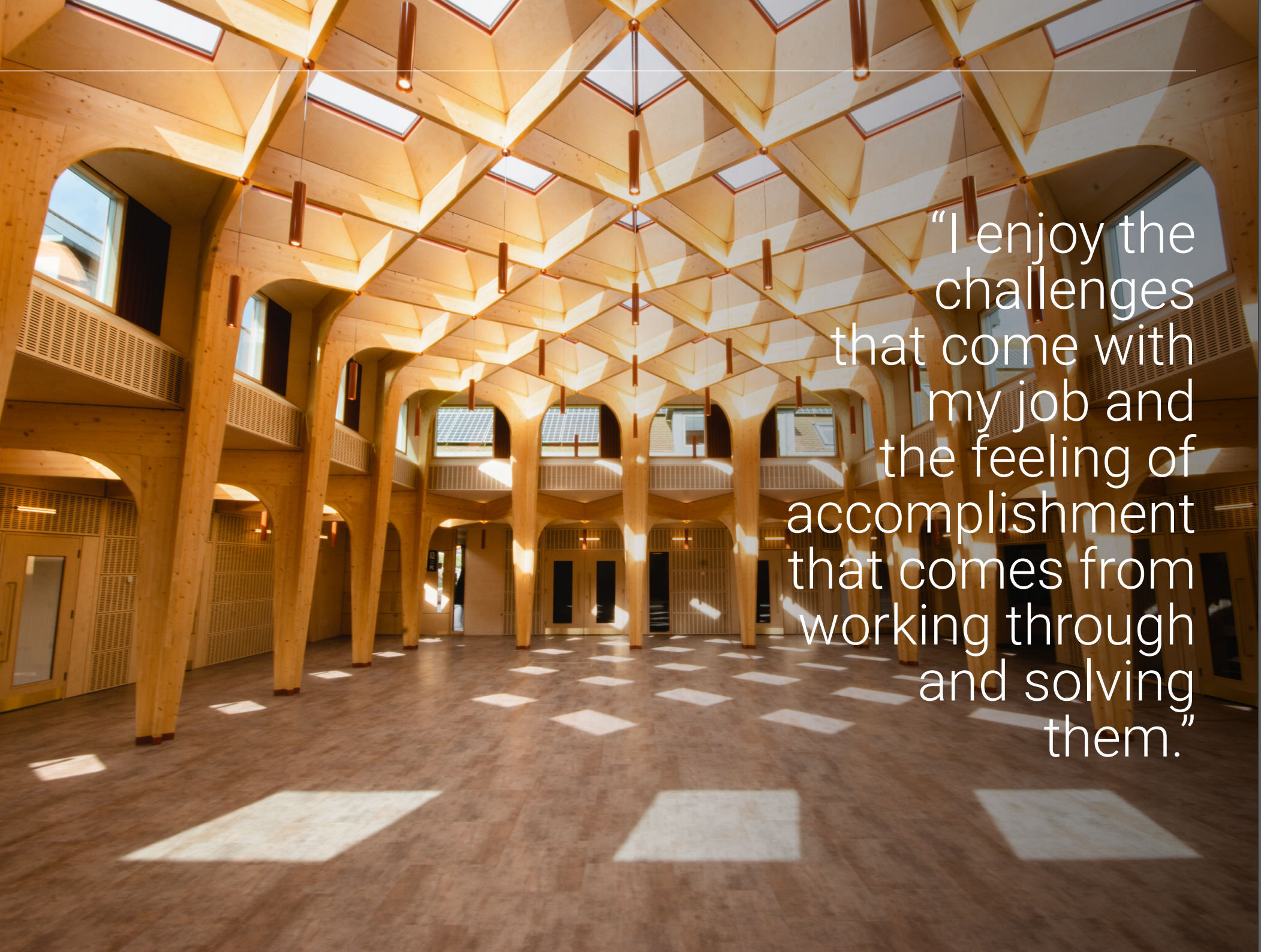
A bid writer puts together a response or 'bid' from a company in order to win a project. They analyse the client's tender documents, which set out their requirements of a particular scheme. They then outline and organise a bid for the project, ensuring that deadlines are met and liaise with other colleagues to agree bid details. The bid writer is responsible for establishing a relationship with the client and producing an engaging document detailing what the company can offer and the estimated cost of their project.

What skills do you need?

- Good communication
- Attention to detail
- Ability to use initiative
- Teamworking

Key qualifications:

- For apprenticeships: 4-5 GCSEs at grade 9-4
- For university: 2-3 A-levels
- Relevant degree in business management or similar discipline



“I enjoy the challenges that come with my job and the feeling of accomplishment that comes from working through and solving them.”



Hannah Leeson

Favourite part of the job:

I enjoy formatting everything In InDesign and making it look correct. I can't really explain why but there is just something quite satisfying about putting everything together and finally having a 'finished product'.

Favourite subject at school:

English language. Specifically the creative writing section (that was really the only reason I took it as an A-level). Even though I did take more creative subjects at school - graphic design and photography at GCSE.

BDM

Business Development Manager

Starting at: £28000

Salary: (depending on location/employer)

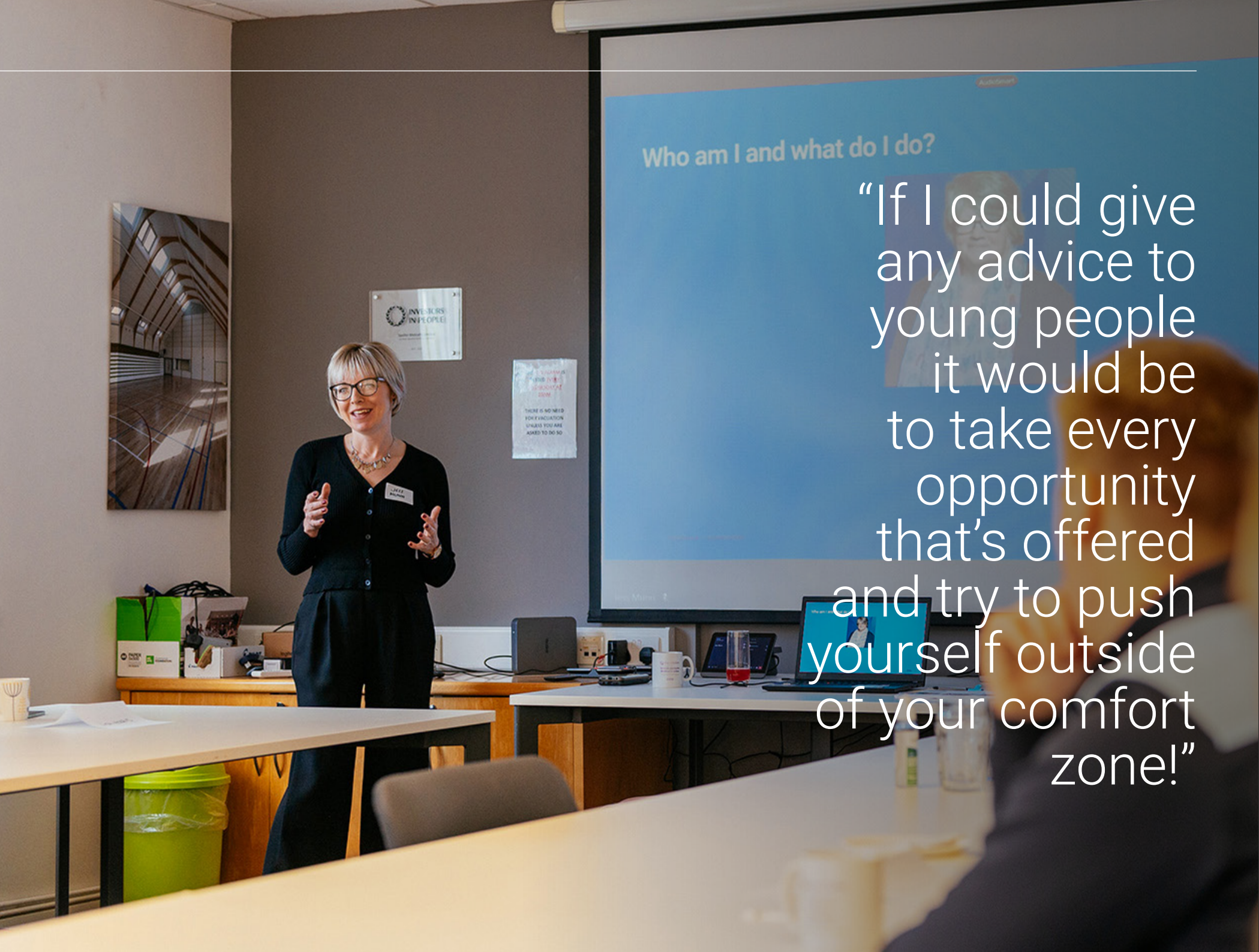
A business development manager is responsible for driving the growth of the company, collating and analysing market and customer research and building a network of contacts and clients for the business. They work alongside the Bid team to identify new opportunities and the best ways of achieving tenders. From this, they are able to identify the projected income and revenue of the company. It is also the job of the business development manager to build strategic relationships with clients and consultants.

What skills do you need?

- Teamworking
- Tenacity
- Strong organisation
- Ability to communicate with a variety of people

Key qualifications:

- For apprenticeships: 4-5GCSEs at grade 9-4
- For university: 2-3 A-levels
- Relevant degree in business development, business management or economics



Jess Munn

Favourite part of the job:

My favourite thing would have to be meeting lots of people and finding out useful information. I also love talking to others and building relationships with them. The variation in both the role and the industry is also great, no two days are the same.

Favourite subject at school:

When I did my A-levels I did politics which I loved. In fact, I enjoyed it so much I went on and did a degree in it! It's not totally related to my job role now, but I enjoyed it nonetheless.

Contracts Manager

Starting at: £25000

Salary: (depending on location/employer)

Contracts managers are responsible for running all of, or part of, a construction site. They must prepare the site and liaise with other construction professionals within the project team, create a strategy for the works and plan ahead to prevent problems on site before they occur.

What skills do you need?

- Forward-thinker
- Negotiation
- Teamworking
- IT literate

Key qualifications:

- For apprenticeships: 4-5 GCSEs at grade 9-4
- For university: 2-3 A-levels
- Relevant degree in a subject that covers contract law, e.g. construction management, quantity surveying or civil engineering



“In my opinion, the construction industry can be a very rewarding career choice. No two days are the same and although some can be challenging the end result is always worth the effort.”



Chris Watkins

Favourite part of the job:

There are many sides to my job that I like and find rewarding, but I suppose it's getting stuck into a technical issue that I like the most, which goes back to my favourite subjects at school. One of the greatest things is that you get to leave a lasting legacy that will hopefully benefit many people in the future.

Favourite subject at school:

My favourite subjects at school were always the more technical ones such as maths, design technology and physics as I always like to know how things work and why. I also like things with a right or wrong answer rather than subjective or 'fluffy' stuff.

Design Manager

Starting at: £25000

Salary: (depending on location/employer)

Design managers are responsible for coordinating the entirety of the design work on a construction project, liaising with architects, subcontractors and suppliers. They oversee and encourage the production of structural designs and drawings, from both internal and external design teams, ensuring that they meet the codes of practice and legal standards. They also have to ensure that the design information keeps pace with the project timescales.

What skills do you need?

- Design knowledge
- Attention to detail
- Persistence and problem solving
- Leadership

Key qualifications:

- For apprenticeships: 5 GCSEs grade 9-4
- For college: BTEC in building studies, building engineering or HNC in architecture
- For University: 2-3 A-levels
- Relevant degree in subjects such as architecture and design



“Working with a diverse team with different specialisms helps the project come together positively.

“This is why I love my job!”



Shazad Hussein

Favourite part of the job:

Every project is different and brings about new challenges. You are always learning something new. The fact that every project is bespoke is something that keeps you fully engaged.

Favourite subject at school:

Graphic design was one of my favourite subjects at school. It allowed me to be creative and express my vision in a technically graphical style, which was my stronger artistic skill. Design allowed me to understand how manufactured products are built up and this skill is very important in the construction industry and especially design management.

Environmental Manager

Starting at: £20000

Salary: (depending on location/employer)

Environmental managers are responsible for overseeing the environmental performance of projects and construction sites. They develop and implement environmental strategies and action plans that ensure corporate sustainable development and coordinate all aspects of pollution control, waste management, renewable energy recycling, environmental health, and conservation.

What skills do you need?

- Analytical
- Proactive
- Good communicator
- Teamworking

Key qualifications:

- For apprenticeships: 4-5 GCSEs at grade 9-4
- For college: Qualifications such as a National Certificate in Occupational Saftey and Health or Applied Health and Saftey
- For university: 2-3 A-levels
- Relevant degree subject e.g. construction, environmental management, sustainability in the built environment



“I’m fortunate to work within an experienced team who enable me to continuously increase my knowledge but also lead in my area of expertise.”



Sam Minett-Smith

Favourite part of the job:

Sustainability in site delivery would be my key area of interest. How to achieve the desired end goal in the most cost-effective way and while enabling environmental protection and site safety. I enjoy enabling compliant delivery across material re-use, ecological protection and sustainable construction measures.

Favourite subject at school:

Geography and history, but if I had to pick one geography. It gave me a strong appreciation of the natural world, development impacts and benefits and impacts which lends itself to risk management, compliance and improvement measures.

Estimator

Starting at: £18000

Salary: (depending on location/employer)

Estimators form part of the pre-construction team, coming in at the start of the project. They review projects and assess whether they are suitable for the company. Estimators are also responsible for compiling estimates of how much it will cost to provide a client or potential client with a service pre-construction. This includes researching prices, collecting quotes from both suppliers and sub-contractors and keeping an eye on projects to make sure costs stay in line with forecasts.

What skills do you need?

Teamworking
Communication
Forward-thinking
Attention to detail

Key qualifications:

For apprenticeship: up to 5 GCSEs at grades 9-4

For university: 1-3 A-levels

Relevant qualifications such as a Higher National Diploma in a relevant subject e.g. structural and civil engineering



“Becoming an estimator can be stressful, however, the thing to remember is like on a rollercoaster keep calm, hold on tight and smile as it will be over soon.”



Jamie Allen

Favourite part of the job:

At school, I wouldn't say I had one favourite subject, However, I did have a keen interest in numbers and building things. This meant my interest started with maths and design/technology, then as I progressed into senior school, I went on to do accounting/economics. All these subjects have had some bearing on my job today.

Favourite subject at school:

My favourite part of my job is that it's fast-paced and is like a 'roller coaster' with emotions changing quickly; one day you could have just won a number of projects and then the next you can have the pressure of a number of tender submissions needing to be submitted by the deadline - the challenge keeps me on my toes!

Health & Safety Manager

Starting at: £25000

Salary: (depending on location/employer)

Healthy and safety managers are responsible for ensuring health and safety regulations are complied to, alongside quality control and environmental standards both within the company and out on site. They must write reports on health, safety and environmental standards, investigate accidents and complete both site inspection and risk assessments. They are a key presence for site teams and a consistent source of information, ensuring projects are carried out safely and responsibly.

What skills do you need?

- Legal understanding
- Attention to detail
- Teamworking
- Analytical

Key qualifications:

- For apprenticeships: 4-5 GCSEs at grade 9-4
- For college: Relevant qualification such as a National Certificate in Occupational Safety and Health or Applied Health and Safety
- For university: 2-3 A-levels
- Relevant degree, e.g. construction



“The team is great and always supportive, resourceful and tenacious.”

“There’s never a dull day and the characters we work with make up an interesting family.”



Norman Davies

Favourite part of the job:

Good question - many parts; seeing sites, new solutions, and the uptake of the best practices offered to produce a high-quality product. I also like the engagement of the teams in offering innovative solutions.

Favourite subject at school:

Geology and my degree in general. Specifically, I liked the close examination of the mineralogy of rocks, structure and aspects of the strata, and then relating that to the evidence. This has always fascinated me.

Health, Safety & Environmental Officer

Starting at: £25000

Salary: (depending on location/employer)

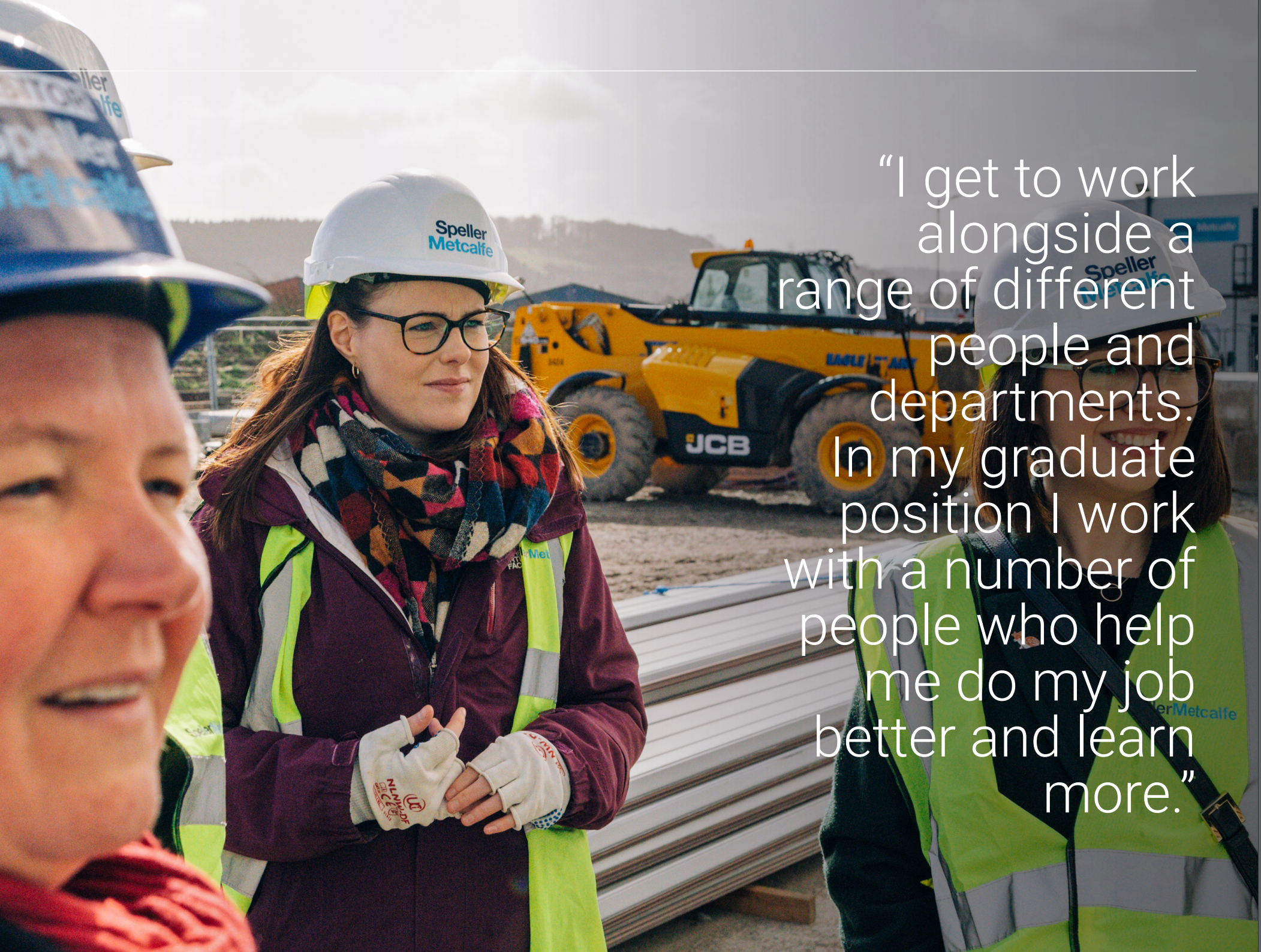
Health, safety and environmental officers are responsible for ensuring health and safety regulations are complied to, alongside quality control and environmental standards both in construction firms and on-site. They must write reports on the health, safety and environmental standards, investigate accidents and complete both site inspection and risk assessments.

What skills do you need?

Legal understanding
Attention to detail
Teamwork
Analytical

Key qualifications:

For apprenticeships: 4-5 GCSEs at grade 9-4
For college: You could complete a National Certificate in Occupational Safety and Health or Applied Health and Safety
For university: 2-3 A-levels
Relevant degree, e.g. construction



“I get to work alongside a range of different people and departments. In my graduate position I work with a number of people who help me do my job better and learn more.”



Molly Shaw

Favourite part of the job:

That not every day is the same - my role is so diverse; I do some environmental auditing but also the social value side of things now. I'm also a committee member on Generation for Change (G4C). I also like being out on site and not behind my desk every day. You get to see loads of different people which makes it fun.

Favourite subject at school:

My favourite subjects were music (because I'm a musician) and food tech at high school, but in my year abroad in Switzerland I developed an interest in environmental work and sustainability which led to my current role.

IT Support Manager

Starting at: £25000

Salary: (depending on location/employer)

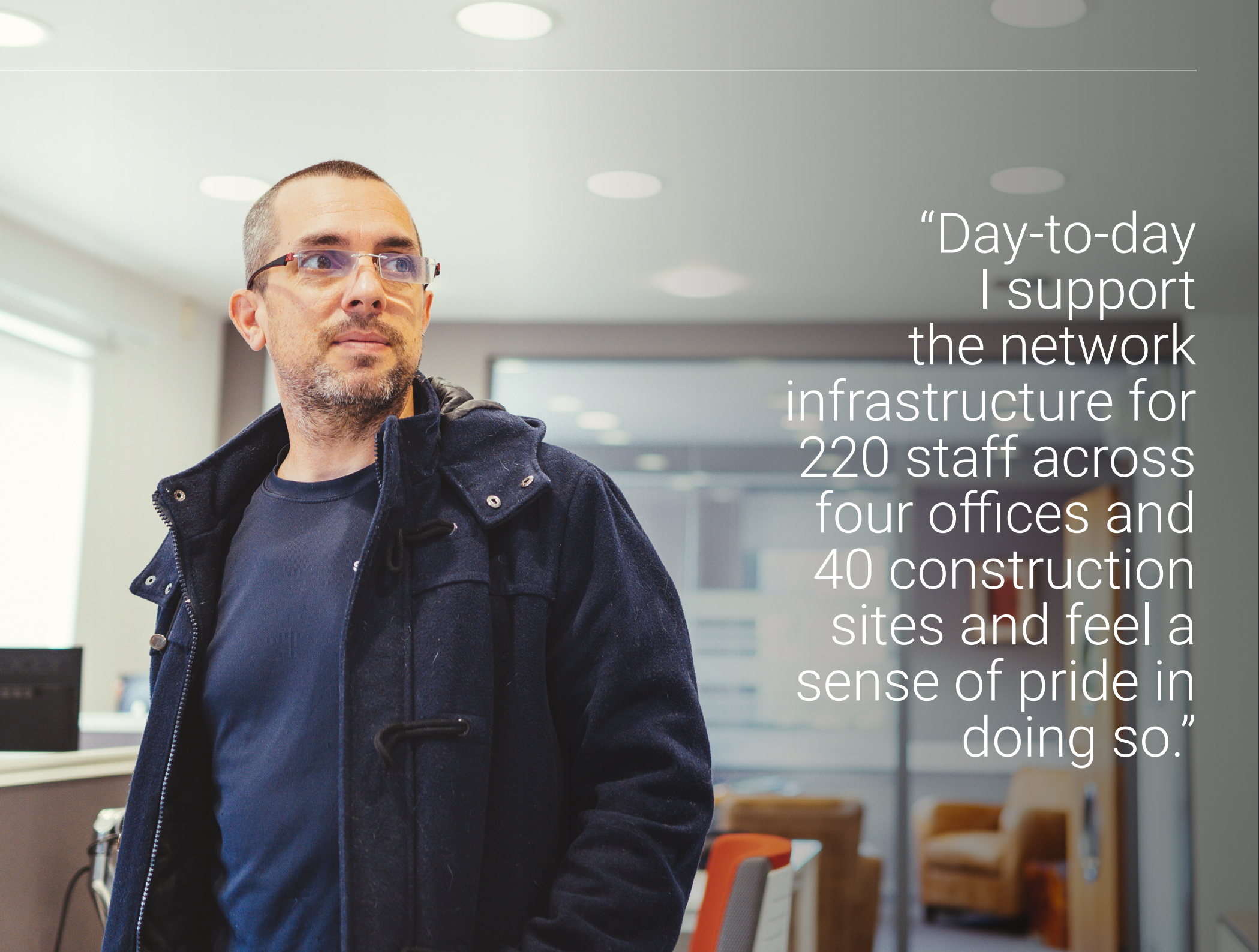
We strive to ensure that all our employees have access to the right technology and our Information Technology support teams implement IT strategies and solutions to achieve just this - enhancing the operations of the business, ensuring productivity, efficiency and consistency within the company.

What skills do you need?

- Team-working
- Customer service
- Problem-solving
- Technical

Key qualifications:

- For apprenticeships: 5 GCSEs at grade 9-4
- For university: 2-3 A-levels
- Relevant degree, e.g. computer science or information technology



“Day-to-day I support the network infrastructure for 220 staff across four offices and 40 construction sites and feel a sense of pride in doing so.”



Marc Woods

Favourite part of the job:

My favourite thing is the variety of what we do here. It would also have to be the people, as cheesy as that sounds, because we’ve got a good crowd of people at **Speller Metcalfe**.

Favourite subject at school:

Science and maths because I liked the teachers I had (one was a huge Star Trek fan!) and found that my strengths were in these subjects. They both lend themselves well to the role I’m in now.

Marketing & Communications Assistant

Starting at: £20000

Salary: (depending on location/employer)

A marketing and communications assistant is responsible for supporting the delivery of the company's internal and external communications. This may include writing press releases, managing social media platforms, writing awards applications, organising events and developing marketing materials. All these activities support in raising the profile of the company's brand, and keeping internal and external stakeholders updated with company news and information.

What skills do you need?

- Great written and verbal skills
- Creativity
- Organisation

Key qualifications:

- For apprenticeships: 4-5 GCSEs at grades 9-4
- For college: Relevant qualification such as marketing, public relations and business studies
- For university: 2-3 A-levels
- Relevant degree subject, e.g. marketing and communications, public relations, English



“Working in construction is really fulfilling and it’s great to follow projects through and seeing the value they add to communities. “It’s an exciting job to get to promote these successes.”



Annabelle Ingram

Favourite part of the job:

I love the dynamic environment - there is always something new going on to get involved with! Also, the entire team is so lovely and supportive that it makes getting the job done really rewarding.

Favourite subject at school:

Media studies and psychology, which I think both play a key part in my job now. They gave me a greater understanding of the way people work and the way people respond differently to content.

Planner

Starting at: £20000

Salary: (depending on location/employer)

A planner plans the entire construction process from demolition to finalisation of a new structure. In this role, they have to oversee budgets, how many people will be required on site at each stage and establish a timescale for the project. The planner will produce and maintain a programme of work to help ensure that both timescales and budgets are adhered to, liaise with engineers, architects and surveyors and produce reports for clients.

What skills do you need?

- Teamworking
- Communication
- Forward-thinking
- Attention to detail

Key qualifications:

- For apprenticeships: 3 GCSEs at grades 9-4
- For college: 4 GCSEs at grades 9-4
- A-levels or Level 3 qualification in relevant subject
- For university: 2-3 A-Levels
- Relevant degree subject, e.g. construction or project management



“My role as pre-construction/ planning also means that not only do I get involved with the tender teams, but it also keeps me in touch with the construction teams on site.”



Andy Hind

Favourite part of the job:

Reviewing drawings and design to produce programmes at tender stage, it’s such an early stage in the project and allows us to influence deisgn, programme and the deisgn team selection. It also allows us to influence and potentially come up with a better design and costs to hopefully win the tender.

Favourite subject at school:

Design & technology (technical drawings with practical applications - wood work, metal works, plastics etc). It’s not relevant to my current role but the technical drawing led me to apply for a architectural technicians course at college (did not enjoy it – too much free hand art) so I changed course to a building / construction management.

Project Manager

Starting at: £25000

Salary: (depending on location/employer)

Project managers supervise the forward planning, delivery and execution of construction projects. They are responsible for the client's needs, agreement of budgets and timescales and oversee each stage of a project including health and safety assessments and method statements.

What skills do you need?

- Leadership
- Ability to motivate others
- Attention to detail
- Good communication

Key qualifications:

- For apprenticeships: 4-5 GCSEs at grades 9-4
- For college: NVQ levels 4 and 5 in Project Management - some offer this specifically for construction project management
- For university: 2-3 A-levels
- Relevant degree in construction or project management



“Having not long joined Speller Metcalfe, it has been a pleasure to work on a scheme which is in my local community with a fantastic project team.”



Jack Brooker

Favourite part of the job:

My favourite part of my job would be the day-to-day variety in the job role - no day is ever the same. I also enjoy managing a team whose end goal and focus is all aligned.

Favourite subject at school:

I didn't dislike school and enjoyed the majority of lessons, but those which stood out more than others would have been sciences and design/technology. These subjects are relevant to my job role from both a practical application but also the theory element too, as is maths. Albeit I would like to have been better at maths than I am!

Quantity Surveyor

Starting at: £25000

Salary: (depending on location/employer)

Quantity surveyors are responsible for managing all aspects of the contractual and financial side of construction projects. This includes seeking funding sources and submitting bids, preparing bills of quantities, and arranging payments to suppliers and contractors. It is also a quantity surveyor's job to do cost reporting.

What skills do you need?

Commitment
Independence
Teamworking
Strong numerical and IT skills

Key qualifications:

For apprenticeships: 5 GCSEs at grade 9-4
For university: 2-3 A-levels
Relevant degree, e.g. quantity surveying

“I love the variety of what I do; seeing different places and doing different things each day. Also working with a variety of office and site staff is really rewarding”



Amber Knott

Favourite part of the job:

I like the variety, which is in part due to working in the Small Works division where jobs are smaller but a higher volume and quicker turnaround, so I do a mix of estimating and quantity surveying. However, even then it's different projects and doing different things so I'm never seeing the same thing twice.

Favourite subject at school:

Maths, which is obvious as that is what my job relies on, but also English literature. There's a fair amount of reading contracts which pulls through to the quantity surveying role.

Site Manager

Starting at: £25000

Salary: (depending on location/employer)

Site managers are employed to prepare sites prior to construction work taking place, and then during the construction process they plan projects, ensure that the budget and timescale is adhered to and oversee building work. This role includes liaising with the project team, supply chain, consultants and the client and supervising contracted staff. Site managers must ensure the construction site is safe, including conducting health and safety inspections.

What skills do you need?

- Good communication
- Problem solving
- Commercial awareness
- Ability to motivate others
- Teamworking

Key qualifications:

- For apprenticeships: 4-5 GCSEs at grades 9-4
- For university: 2-3 A-levels
- Relevant qualification such as a Higher National Diploma or a degree that is accredited by the Chartered Institute of Building



“I’ve come across people challenging my career choices when I was younger, and I think that as long as you have the belief in yourself and are willing to work hard at it, you can do exactly what you want to do.”



Sophie Leake

Favourite part of the job:

Being around people all day, every day. From day one we have to very quickly pull together at the start of a job, and be able to rely on the people around you. There’s a camaraderie that comes with that, and I enjoy developing those close relationships.

Favourite subject at school:

From a young age, I’ve always been interested in design, ever since watching ‘Art Attack’ as a child with family supporting me building my giant papier mâché models! This led onto design technology at secondary school and then product design at GCSE and A-level. This not only supported my career from design through to site management, it gives me an appreciation and understanding of the architect’s design intent. This means that, from a building point of view, I can see what’s important to them, what they are aiming for.

The routes you can take

Working for **Speller Metcalfe** provides you with expert guidance and experience in the industry. If you are just starting your career, we have opportunities for everyone at every level.

We are committed to being the best in construction, so we want to hire the best individuals, who are willing to grow and learn.

Apprenticeship programmes

Speller Metcalfe offers apprenticeships for a range of job roles. The available apprenticeships include the L6 Chartered Surveyor Degree Apprenticeship and L6 Construction Site Management Degree Apprenticeship.

Duration: Part-time, 5 years

We also offer L2&3 Accounts and Finance Assistant apprenticeships, HR Support apprenticeships L3, HR Consultant/Partner Apprenticeship L5

Trainee programmes

At **Speller Metcalfe**, we look to develop new and existing employees starting out in their careers. Previously this has included Commercial Management and Quantity Surveying trainee programmes, which have been undertaken part-time at the University of Wolverhampton:

Course duration: 6 years on day release

Another option is HNC Construction and the Built Environment at Gloucestershire College.

Course duration: 2 years on day release

Training development programmes

Speller Metcalfe creates a development programme for all trainee and newly qualified roles in the business.

When taking part with these programmes, employees will benefit from being handed responsibility from the start of the programme, an opportunity to gain hands-on experience and develop a broad understanding of their chosen path, as well as receiving support in building key skills from both leadership and their colleagues.

Work experience

We offer a range of work experience for students looking to explore what roles are available in construction or for people looking to gain insight into a field they are already interested in. We are happy to arrange requests through schools and colleges or even individuals who are looking to gain experience for themselves.

To enquire about a work experience, please contact the HR team at **HR@spellermetcalfe.com** and someone from the team will do their best to see if we can provide a placement for you.



Other Teams

Whilst these teams don't necessarily help the building go up, they are critical to the success and daily functioning of the entire business.



Finance



Human Resources



Administation



Social Value

Our Benefits



Annual leave entitlement
27 days (+ Bank Holidays).



Private medical insurance
All employees are eligible for this scheme, with options to choose from single, couple or family cover (via a salary deduction).



Company car scheme
All employees can lease a hybrid or electric vehicle via the salary sacrifice scheme.



Cycle to Work scheme
Available to all employees, saving 32-43% on a bike and accessories. No upper limit.



Recruitment referral
£500 recruitment referral for a permanent hire following completion of probationary period.



Health and wellbeing
Free annual flu jab and PSA test

Glossary

Key defintions of words that might be new to you

Tender

Tendering is a formal process where businesses are invited to bid for contracts to secure a project. They are put out by clients, with a number of companies competing to win the scheme by offering services and labour through a formal bid.

Bid

A detailed proposal that is submitted prior to undertaking a construction project. It outlines the companies qualifications and experience to carry out the project, the timescale for the project and the estimated cost for the client.

Sustainability

Building with renewable and recyclable materials, reducing the carbon footprint and the management of waste disposal are all included within sustainability of a building project. This aims to preserve the environment.

Supply Chain

The network of trades companies and their employees that carry out subcontracted work on projects (e.g. bricklayers and electricians). Not all of these individuals are employed directly but are instrumental to a construction project.

Client

Speller Metcalfe’s clients are those for whom we construct projects or refurbish buildings. They may be either public or private sector organisations, charities or foundations.

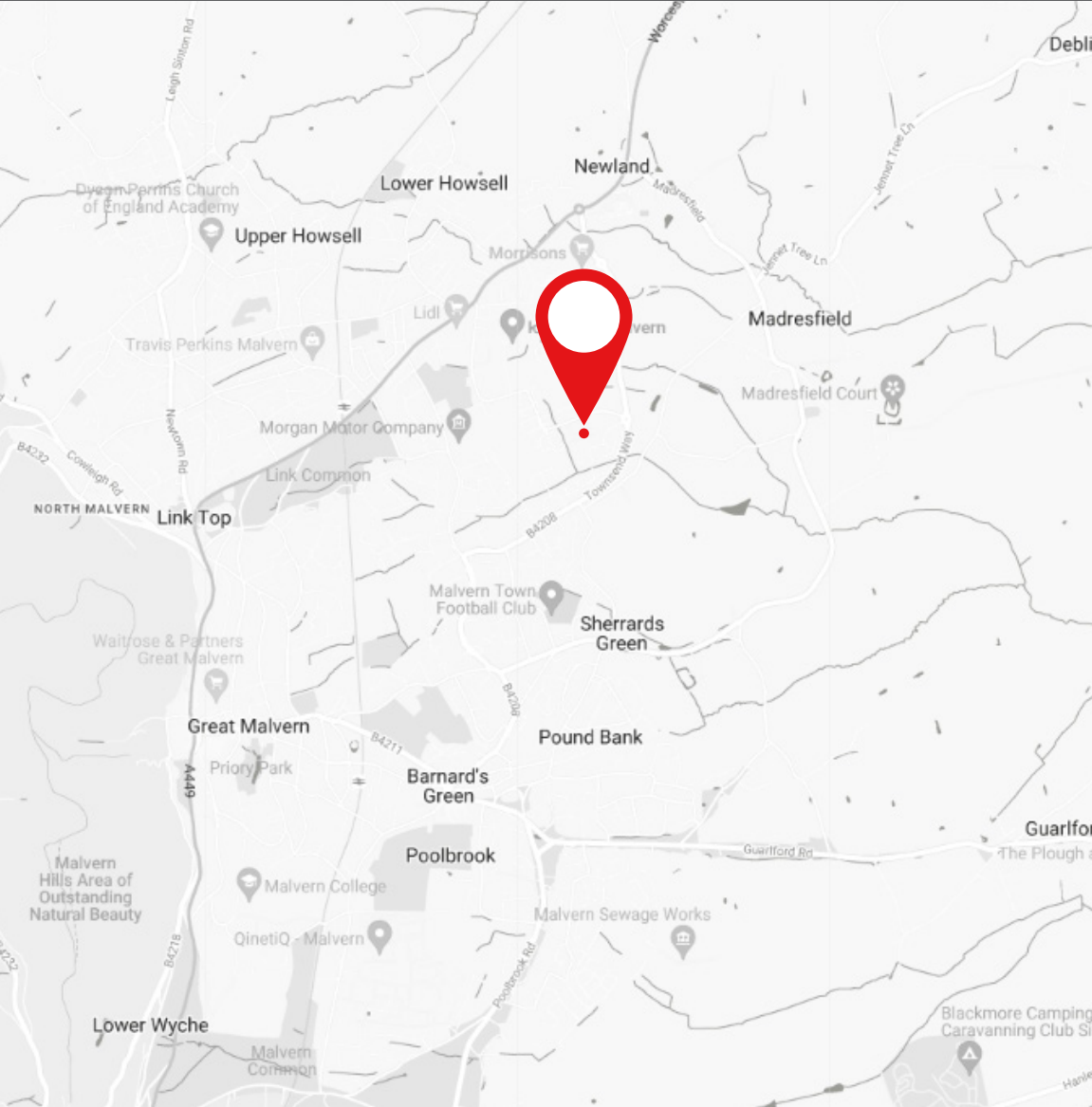
Contact info

If you’d like to know more about what we do, or the opportunitites we offer, please get in touch.

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