

# Burroughs



# WorkLife

For the past 30 years, Burroughs has established itself as a family business specialising in civil and structural engineering, project management and cost consultancy.

We look after our staff - they are at the heart of our business.

We look after our clients - their work challenges us, motivates us and allows us to be proud of our contribution to a changing world.

We believe that life is about more than work. Though other companies might talk about the importance of a work/life balance, we back it up.

## We aim to create a force for good in everything we do.

We provide the best possible service. Looking for ways we can improve things is embedded in our culture. Open forums encourage ongoing employee and client feedback. Access to this "hive mind" enables a more democratic approach to our company's growth.

If success is measured by delivery of an efficient engineering design solution and a safe, on time, on budget, environmentally-sympathetic project, then we're doing well.

We feel privileged that clients entrust their projects to us. Understanding their needs, we ensure the quality and cost effectiveness of every tailored solution. This positive, innovative and collaborative working environment ensures the ongoing sustainability of our business.

## Our principles

Staying true to company founder Alistair Burroughs' original values, we have the confidence to regularly review our principles.



### Excellence

We are defined by the work we produce and the service we deliver and will consistently strive to maintain and improve the quality of both.



### Integrity

We are committed to maintain the highest standards of ethical practice and professionalism, to be open minded, fair and to make positive impact.



### Collaboration

We are collaborative and inclusive by culture, adding value through respect and integration.



# What it's like to work for Burroughs

We are one team. We embrace diversity.

We have a collaborative and transparent approach to work, which creates a challenging, fun and stimulating environment. We've always had a varied workload mix and we're technically dextrous, using the latest hardware and software to ensure we remain at the forefront of technology – as leaders, not followers.

We actively encourage staff to take responsibility, empowering them to make decisions backed up by a supportive Management network. Senior staff nurture their teams, identifying potential high-flyers as well as those in need of a more practical approach to help achieve their career goals.

We believe that if we look after our staff, our staff will look after us.

Our flexible working arrangements combine in-person collaboration, meaning our staff benefit from knowledge sharing and embedment of company culture, and agile working, which supports the personal lives of staff. We know that this respectful approach supports a dedicated, hardworking and loyal workforce.

Finally, we believe in equal opportunities for all. That means that for the most dedicated individuals, there's no limit to career success.

## More good stuff

- We aim to pay fair to market-leading salaries;
- We offer an active office social scene;
- We regularly support and participate in community charity events (Cardiff 10k Corporate Team; Kidney Wales Dodgeball Champions; bigmoose #£1 million);
- We have a Burroughs Hive collaboration and relaxation space
- We actively encourage healthy lifestyles, offering staff an on-site weekly Yoga class;
- We have a Burroughs five-a-side football team.



## The Facts

- **37.5 hours working week** - Monday to Friday
- **Agile smart working** - relaxed and respectful approach
- **24 days annual leave** in addition to bank holidays – with 3 to 4 utilised in the Christmas office shutdown
- **Long service benefit** – an additional days' annual leave for every 5 years' service
- **Life Insurance Policy** - 4 x salary
- **Life Assurance Policy** - 75% salary in the event of serious sickness / ill health
- **Aegon contributory pension scheme** - we match employee contributions up to 7%
- **Professional Institution Membership** fees paid
- **Health Cashplan** - health cover from Westfield Health

## Education

We're great believers in the importance of expanding our knowledge, both individually and as a business. We always strive to be better. We encourage knowledge sharing and innovative thinking. Because of this, we proactively promote all forms of personal development.

- We hold regular in-house peer-to-peer training and knowledge sharing sessions;
- We provide ongoing in-house training;
- We provide specialist external training, whether bespoke for an individual or to support group learning objectives
- We offer an Institution of Civil Engineers (ICE)-approved Graduate Training Scheme
- We host annual Graduate Training Days, giving our graduates the opportunity to meet senior business leaders who review their progression and actively support their training needs
- Our annual appraisal process creates transparent and shared accountability for employee career progression
- We're currently supporting staff to attain professional qualifications with the following organisations:
  - Institution of Civil Engineers (ICE);
  - Institution of Structural Engineers (IStructE);
  - Chartered Institution of Water and Environmental Management (CIWEM);
  - Chartered Institution of Highways and Transportation (CIHT);
  - The Institute of Highway Engineers (IHE);
  - Royal Institution of Chartered Surveyors (RICS);
  - The Association for Project Management (APM);
- We're also supporting staff to attain academic qualifications to the following levels:
  - BTEC;
  - NVQ;
  - HNC;
  - Bachelor Level Degrees;
  - Masters Level Degrees;

## What the future holds

Through sustained growth, we're creating a secure, stable business. We're continually improving financial performance, ensuring profitability so that we can continue to invest in the development of our business and our staff.

We actively encourage our staff to succeed, doing everything we can to help them enjoy a rewarding career in a stimulating and supportive business environment.

Our aim is to create a culture where everyone feels secure and confident, with the space and support to fulfil their potential.

We're here because of you.

Together we will write the future.

## A word from the Managing Director

There is energy at Burroughs. A desire to build a sustainable, growing business, to be market leaders. Our culture is collaborative, our staff are bright and open minded. Shape your future at Burroughs.

### *Piers Burroughs*



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