

# Graduate Application Process 2025





## **Introduction**

Thank you for your interest in joining Dudleys. The information within this document is intended to set out what joining our company is all about, and what you can expect from us, and our expectation of potential employees.

We hope that Dudleys is a good, enjoyable place to work, which is reflected in the feedback that we have had through Investors In People, and other anonymous external consultations that we have undertaken with our staff.

Our approach to work is summarised in the three core values of the business.

- Presentation is key
- We are a team
- There's more to life than work

These principles are embedded in the way that we work and are fundamental in the decisions which we make day to day.

Dudleys is a privately owned Structural and Civil Engineering practice, founded in 2009 in Horsforth by Andy Walker (current Managing Director) and Peter Haines. As part of our business development plan, and following the retirement of Peter Haines, Paul Brownlow and Peter Dixon, who were already key members of the team, stepped into Director roles, and in time have become shareholders. In common with the core values, the Directors are fully part of the team, having multiple projects on their desks at any time, as well as the essential parts of running the business.

Since September 2022, we have also been developing our presence in the North West, with the opening of our second office situated in central Manchester.

Dudleys is a forward-looking business, embracing developments in the industry as evidenced by accreditations such as the UK BIM Framework certification. However, we always remember also the pragmatic efficient engineering that Dudleys is known and respected for. We are particularly proud of the proportion of our schemes which come from repeat business, and recommendations from other clients. Whilst we are never complacent, this echoes the feedback that we receive that clients like to work with us.



## **Graduate Recruitment 2025**

Dudleys is committed to developing the next generation of Engineers, and are proud that we have recently supported members of our team to pass the IStructE professional exam, ICE Professional review and another to have successfully gained Incorporated Engineer with the ICE. We also have a number of apprentices, and graduates at the early stages of their careers. We are pleased to be able to help and support them through the knowledge and experience of the rest of the team. A number of our team are chartered with the ICE, IStructE and CIHT, and include an examiner for the IStructE and an ICE Career Appraisal reviewer.

This year we are looking to bolster our team with new graduates to join our team in Leeds, where there will be opportunities to learn and understand how the different disciplines interact and complement each other, and potential move between disciplines in the future if we both agree that you would be better suited by a move.

Joining our 'Structures' team means that you will be involved in all aspects of building structures, with schemes ranging from small alterations of existing buildings to complete new-build schemes with build values into the tens of millions of pounds. You will have exposure to design in all types of construction materials, and as appropriate learn to confidently model and analyse 3D structures.

Our 'Civils' team is responsible for the external works around the buildings on our sites. This will include tasks that could be setting levels and producing 3D models of the site, designing sustainable drainage systems, managing flood risk on the site, and providing access into a site.

Both teams work on projects at all phases of their lifespan and can direct and mould projects to best fit the needs of the client and the site. Any graduate joining Dudleys will be able to contribute from the start of a project and get a strong feel on the impacts of their decisions and design on any project going forward.

Whichever team you join, you will have access to the latest industry software appropriate to the task, on which you will receive full training and support to undertake the tasks from our experienced teams.

If you would like to speak with someone prior to applying regarding what we can offer, then please contact one of our Associates – Robert Thomson, or Seb Reid on 0113 2583611 or by email [rob.thomson@dudleys.co.uk](mailto:rob.thomson@dudleys.co.uk) or [seb.reid@dudleys.co.uk](mailto:seb.reid@dudleys.co.uk).



## **Application Process**

If you wish to apply for one of the positions, please submit the enclosed application form, along with a covering letter to 'careers@dudleys.co.uk'. We would encourage an early application, as we will be reviewing these as received, and will close the process once a successful candidate has been found. Please feel free to include any relevant information in your covering letter which you would like to communicate but have not had opportunity to include within the application form.

The format of the interview will be confirmed when the invitations are issued, but is likely to take the form of;

- 5 minute pre-prepared presentation on 'Why I want to be an Engineer' or 'What attracted me to structural and civil engineering'
- Formal Interview

Throughout the process you will be encouraged to ask questions of us. This is a two-way process and we want you to have all the information that you will require to make an informed decision about a career with Dudleys.

## **Training and Development**

We commit to give you all the necessary training and development needed to undertake the projects and roles that we assign to you. For your own development, we would encourage further reading, and then feel free to discuss what you have learnt with others within the office. We have active discussion groups within the office and we hold regular team CPD sessions on key topics in our industry and with industry representatives.

Day to day interactions are of utmost importance, particularly at the early stages of your career. We never want you to feel alone or unsupported, and for this reason, Hybrid or Home working would not be considered except in exceptional circumstances.

We are also keen to see you develop as an engineer to become Incorporated or Chartered as appropriate. To this end, Dudleys is an ICE 'Approved Employer' and has operated a training scheme for many years. Regardless of the position offered, we would be pleased to place you onto this scheme if you feel it is appropriate. Whilst the IStructE doesn't have a comparable scheme, we are equally well equipped to help you along this journey, regardless of the Institution and we have a strong track record of employees achieving Chartership with the IStructE within the business.



### **What we offer**

- Competitive salary further supplemented by twice yearly bonuses at the Director's discretion
- Flexible working day (7.5 hours per day)
  - Start anytime between 8am and 9:30am
  - 1 hour for lunch, generally taken anytime between 12 and 2pm
  - Finish between 4:30 and 6pm (to suit your start time and achieve 7.5 hours)
- 25 paid days holiday per year plus Bank Holidays
- Contribution to Government NEST pension scheme (Provided you do not opt-out)
- Aviva Health insurance (option to opt-in following 6 months service)
- Payment of professional subscription fees
- Enrolment onto ICE Training scheme (if required) or similar
- Support in your Initial Professional Development for whichever institution route you follow
- Financial assistance and time off for your first professional review and other company training

### **What we expect from you**

- An appetite to learn and develop
- Contribute to your own learning, and support others within the office
- Good communication skills



## 2025 Application Form

### Personal Details

Full Name				
Address				
Email address				
Telephone number				
Do you require a work permit to work in the UK?				

Any preference for graduate role? (Please tick)

Structures	<input type="checkbox"/>	Civils	<input type="checkbox"/>	No Preference	<input type="checkbox"/>
------------	--------------------------	--------	--------------------------	---------------	--------------------------

### Education

University				
Dates attended				
Degree Title				
Predicted grade				
Did this include a 'sandwich year'? If so please give details within the 'Work Experience' section				

Higher education / 6 <sup>th</sup> Form College				
Dates attended				
Subjects studied				
Grade Achieved				



Any relevant work experience

Dates	
Employer	
Job Title	
Key roles and responsibilities	

Dates	
Employer	
Job Title	
Key roles and responsibilities	

Dates	
Employer	
Job Title	
Key roles and responsibilities	



What led you into a career in Engineering?

Is there a particular project on our website that interests you and why?





How do you believe your personal values align with the values of Dudleys?

Why have you chosen to apply to Dudleys graduate recruitment program, and if successful what valuable skills would you bring to our firm?



Any other knowledge, skills, interests or experiences that you feel might be relevant to the role?

Signed

---

Date

---