



# Highways England's

Ex-military recruitment programme



June 2018



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# About us

## ■ Connecting the country

We believe that connecting people builds communities, creates opportunities, and helps our nation thrive.

## ■ We care about your journey

We aim to provide all our customers with safe and reliable journeys through the way we operate, maintain and enhance one of the world's most advanced road networks.

## ■ Safety, Customer Service, Delivery

Our imperatives guide all our activity and remain our focus – keeping people moving today, and moving better tomorrow.

## ■ Safety, Teamwork, Ownership, Integrity and Passion

Our values are who we are.

You'll be joining us at an exciting time, as we increase our capability and capacity by moving essential areas of the business in-house, opening up new jobs and careers. Our focus remains on equality, diversity and inclusion to ensure we provide opportunities for everyone.



# Ex-military recruitment programme

## Highways England's ex-military recruitment programme

We offer excellent career prospects for anyone who has armed forces experience. Whether you've already left, are thinking of leaving, or due to leave soon, our ex-military recruitment programme is for you.

Our ex-military recruitment programme provides a supportive route into a civilian career. We appreciate the skills and expertise you can bring, and will work with you to make sure you can make an immediate contribution to our essential work, delivering the Road Investment Strategy (RIS). We are proud to have signed the Armed Forces Covenant. To find out how our ex-military recruitment programme could work for you, read on.

## A supportive buddy

We find the buddy system works really well, particularly if your buddy is also ex-military. So you'll be paired up with a buddy when you join. Having been through a similar experience,

they understand the transition, and can provide additional support and guidance, alongside your line manager.

## Finding the right role for you

We will treat you as an individual, learn your strengths, weaknesses and your career aspirations. You'll be spoilt for choice at Highways England. We have a diverse range of roles across all levels of the business. There are support functions, such as Commercial and Procurement, IT, Human Resources and Finance. Or more hands on roles in Operations, Engineering, or Programme and Project Management. Wherever you decide, you'll be working for a business that delivers multibillion pound projects, delivering change with real impact.

To find out more about our business areas and current projects, visit <https://careers.highwaysengland.co.uk/roles/> and <https://careers.highwaysengland.co.uk/projects/>



## Examples of qualifications and courses you can take for a small proportion of our roles:

Useful qualifications for project management roles. If you are thinking of applying for project management roles, it would be beneficial to have a high-level overview of project management.

The International Project Management Association (IPMA) is the professional body that we adopt within Highways England.

- APM Project Fundamentals Qualification (PFQ) (2 days)
  - APM Project Management Qualification (PMQ) (5 days)
  - APM Project Professional Qualification (PPQ) (5 days)
- APM Practitioner Qualification (PQ) (3 days)
  - Lean and Lean Six Sigma Training (various)
  - PRINCE2 Combined Foundation and Practitioner E-learning (5 days)
- Useful qualifications for engineering roles
- CTS Setting out for engineer's course (5 days)
  - Site Management Safety Training Scheme (SMSTS) (5 days)
  - Site Supervisors' Safety Training Scheme (SSSTS) (2 days)
  - Construction Skills Certification Scheme (CSCS)
  - APM Project Fundamentals Qualification (PFQ) (2 days)
  - APM Project Management Qualification (PMQ) (5 days)
  - Lean and Lean Six Sigma Training (various)

# Applying for roles at Highways England

If you think that Highways England is the place for you to start your new civilian career, then visit our careers website at:

**[careers.highwaysengland.co.uk](https://careers.highwaysengland.co.uk)**.

## Register

Set up an account, making sure you tick the box which asks if you are ex-military, so we can make sure you receive the additional support from our ex-military recruitment programme.

We suggest you register for job alerts too, so that you can stay up-to-date with the latest jobs matching your criteria.

## Top tips for your CV

- Tailor it towards the role you're applying for.
- Include a short personal statement at the top and emphasise relevant aspects of your career history.
- Highlight both practical and transferable skills.
- Be honest.
- Keep it short and sweet and well presented.

## Top tips for interviews

- Prepare questions and answers, and practice.
- Tell us why you want to work for us - illustrate that you have researched Highways England and mention specific projects/schemes.

- Our values and behaviours are embedded in our everyday processes. You will be expected to live our values so aim to demonstrate how you meet these behaviours.

- We value what you've been doing during your time in the armed forces, but aim to translate military terminology into terms the interviewer may understand more easily.

For example, if you were a Lieutenant in the Royal Navy, explain that this means that you managed a team of up to 120 personnel.

- Depending on the role you apply for, we may require you to demonstrate your technical skills. If so, ensure that you showcase your technical abilities as well as your transferable skills.
- Research the interview panel.



# Working for Highways England

Revolutionising our roads is the big ambition that makes Highways England an exciting place to work. Here's what some of our current ex-military employees say...

“ Highways England has been a well-kept secret from the thousands of servicemen and women who transition from the armed forces each year. Many already have the passion, knowledge, skills and transferable experience that we need as a business. They use our roads and should be part of our journey, both now and in the future.”



**John Kerner**  
Special Projects Director,  
Regional Investment Programme

“ For me the switch from uniformed service to a uniformed traffic officer service made the transition feel very seamless. The operational role was great in helping me feel valued in a civilian environment. It also kept a structure to my work life requiring discipline in operations that working in an office would not have required.”



**Philip Boffey**  
Resource Manager



“ When I joined Highways England after being in the Royal Navy, I was concerned how I would adapt to work in the civilian workplace. I joined the forces straight from school at the age of 16 and had known no other workplace outside of the Military.

I was happy to discover that Highways England promotes many of the same values that I learnt whilst in the forces such as teamwork, passion and integrity.

Working with other dynamic thinkers and problem solvers in my role makes me happy to come to work with the Highways England Team. ”



**Howard Lee**  
On Road Team Manager

“ Since leaving the armed forces and joining Highways England I have been able to thrive and develop my skills as the company delivers on its multi-billion-pound road investment strategy. ”



**Karl Sullivan**  
Project Manager

“ I joined Highways England in 2015 and was placed in the Smart Motorway Programme and since then I have been Project Managing a scheme on the M1. I have enjoyed learning many new skills for the work; an advantage has been putting to good use existing ones I learnt whilst in the military.

I work in teams as we have done over many years; now in construction and working with 5 top tier supply chain companies whose collective motto ‘one team’ is something we are able to relate to.

The working hours are similar to what we are used to in the sense of, if there is work to be done, get it done. Your skills and mind set will be well suited to this to ensure that you can adapt to a new and rewarding career. ”



**Nick Robinson**  
Assistant Project Manager

“ Since leaving the armed forces and joining Highways England I have found that my military experience has been invaluable. On road you never know what’s going to happen, or what resources will be required until you actually get to the job, which is very similar to many aspects of working in the military. Self-discipline, thinking on your feet, motivation and the ability to work in a team whilst multi-tasking are also other facets that I can apply to my role. My job also entails working outside in all weathers and showing resilience in difficult times. Sometimes we see the not so pleasant side of road traffic collisions etc., although most of the time our role involves helping people and offering them assistance in a variety of situations.

I think a military career fully prepares you for many aspects of working in these conditions at Highways England. ”



**Jeremy Harris**  
Traffic Officer

## To find out more about Highways England and what it's like to work for us visit...

Highways England website – [highwaysengland.co.uk](http://highwaysengland.co.uk)

Highways England Careers website – [careers.highwaysengland.co.uk](http://careers.highwaysengland.co.uk)

Our values and culture – [careers.highwaysengland.co.uk/who-we-are/culture/](http://careers.highwaysengland.co.uk/who-we-are/culture/)

Our business areas and current projects – [careers.highwaysengland.co.uk/roles/](http://careers.highwaysengland.co.uk/roles/) and  
[careers.highwaysengland.co.uk/projects/](http://careers.highwaysengland.co.uk/projects/)

## And follow us on social media ...

Twitter - @HighwaysCareers @HighwaysEngland

Facebook - <https://www.facebook.com/highwaysenglandofficial/>

Linkedin - <https://www.linkedin.com/company/highways-england/>

Instagram - <https://www.instagram.com/highwaysengland/>





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For an accessible version of this publication please call **0300 123 5000** and we will help you.

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