

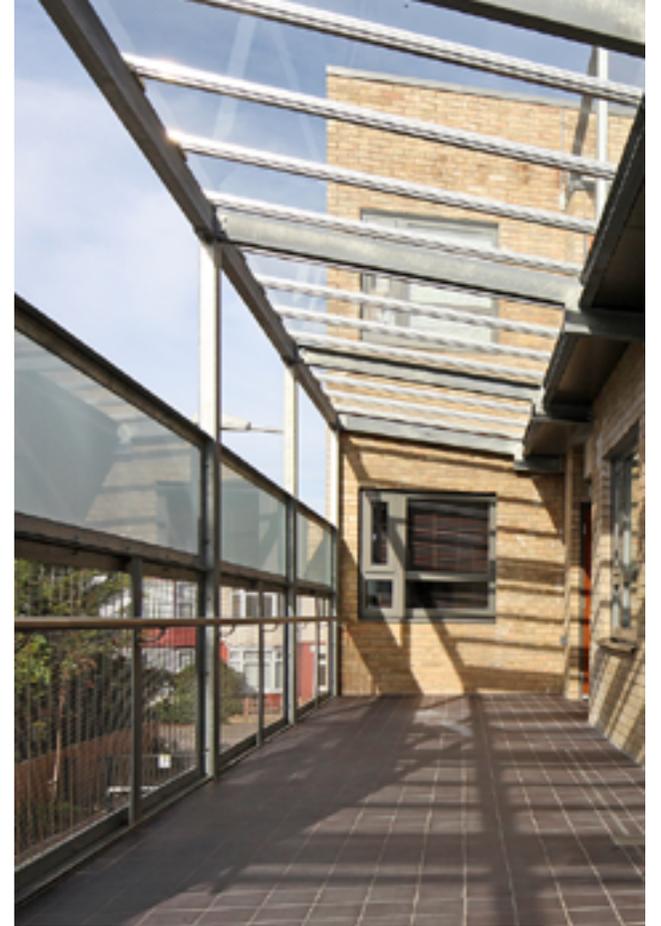


**BAILY  
GARNER**

# RECRUITMENT

School Leavers and Apprenticeships





**BUILDING THE BEST  
INTERDISCIPLINARY  
CONSTRUCTION  
CONSULTANCY  
WITH YOU...**

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**1. WHO ARE WE?**

**2. PROFESSIONAL  
CAREERS IN THE BUILT  
ENVIRONMENT**

- ARCHITECTURE
- BUILDING SURVEYING
- ENVIRONMENTAL & BUILDING SERVICES
- PROJECT MANAGEMENT
- QUANTITY SURVEYING

**3. WHY BAILY GARNER?**

**4. NEXT STEPS**

# 1. WHO ARE WE?

Baily Garner was established in 1976 and has grown from a small practice into a interdisciplinary consultancy of 170 professionals. We think big and are active participants in the construction industry, encouraging change and letting people know what we think.

Our head office is located in south east London, with a second regional office in Birmingham. Our people are highly skilled and cover a wide variety of specialisms within the industry including architects, building services and environmental engineers, building surveyors, project managers and quantity surveyors.

As a potential trainee, no two days are the same at Baily Garner. You could be working on a new build residential development one day and an office fit out the next. Our clients range from public sector clients to large multi national companies such as Sony and Aviva.



We believe we stand out from our competitors through the high standards of professional services we provide, embracing modern techniques whilst maintaining traditional values with a strong focus on client care and satisfaction. This is a specific way of working and culture unique to Baily Garner which we refer to as CI - Collaborative Innovation.

We recognise the importance of investing in our people and that's why we want bright and imaginative people, who are commercially aware to help us build the best construction consultancy.

Over many years we have successfully supported a number of apprenticeships and school leavers in progressing their professional careers within Baily Garner.

We are proud of our continued commitment of offering opportunities to local students and wish to develop this further in building the best construction consultancy through forging long term relationships with schools, colleges and their students.

## 2. PROFESSIONAL CAREERS IN THE BUILT ENVIRONMENT

The construction industry is one of the largest in the world and accounts for over 2 million jobs in the UK. The industry contributes over £100 billion towards UK GDP and its performance is a key indicator on the health of the economy.

The built environment plays an important part in our day to day lives from the houses we live in to where we work.

The UK construction industry has delivered some major projects including iconic buildings such as The Shard in London, which standing at 1004 ft is currently the highest building in Europe. The UK is also delivering Europe's largest construction project Crossrail, that employs over 10,000 people across 40 sites.

The iconic Olympic Park also stands as testament to the strength of the UK construction industry on a global stage. Construction value totalled £486m and resulted in the spectacular launch of the 2012 Games which were considered the most successful in history. The Olympics has also left an unrivalled legacy having regenerated the East End of London, stimulating economic growth and providing a sustainable environment for the future generations.

Industry professionals are governed by various professional bodies that are recognised both nationally and worldwide including RIBA, CIBSE and RICS<sup>1</sup>. The Royal Institution of Chartered Surveyors formed in 1898, now has over 160,000 members across 46 countries worldwide.

Levels of remuneration are competitive and comparable with other leading sectors at all grades with opportunities for rapid progression available for exceptional candidates.

It is a fast moving sector with a range of opportunities to suit all. Each potential career requires an interest in the built environment and general business skills including the ability to communicate well with a strong knowledge of IT. Each specialism shall require more defined skills hence we hope the following career overviews spark an interest of embarking on a career in construction at Baily Garner.



We want you to be able to clearly understand what we do at Baily Garner and what makes us stand out from the competition. The following section therefore provides an overview of our principal services and depth of experience which we hope you find of interest in considering your final career path.

The construction industry has many options for specialism and we appreciate making a decision can be a challenging one. To assist with this decision we have provided an overview of what individual specialisms and vocations mean to Baily Garner

through the views of our Group Heads, project examples and case studies of staff who have and continue to develop through the organisation – all success stories we are proud of and shining examples of what you can achieve.

**ARCHITECTURE**  
**BUILDING SURVEYING**  
**ENVIRONMENTAL**  
**& BUILDING SERVICES**  
**PROJECT MANAGEMENT**  
**QUANTITY SURVEYING**

1. RIBA, CIBSE and RICS: Royal Institute of British Architects, Chartered Institution of Building Services Engineers, Royal Institution of Chartered Surveyors.



We believe passionately that design is important and create buildings that are admired not only for their appearance, but also for their function. We employ enthusiastic designers to complement our existing interdisciplinary expertise to achieve quality in detail and materials while ensuring cost-effective results that respect the environment.



**Clive Smith**  
BA (Hons), Dip Arch, RIBA

"I left school with 3 'A' levels, including Art and Maths, to study Architecture in Sheffield. I found that University gave me an opportunity to develop my creative skills whilst also learning about the technical aspects of buildings. But the real learning

process started for me when I began working, it really brought it home to me how Architects can influence our daily life. We get involved in designing our homes, schools, train stations, cafés, shops and the spaces around us."

# ARCHITECTURE

**Mariola Viegas**  
BA (Hons), Dip Arch, APMP, RIBA Architect  
Project Team Leader



"Following my degree, I joined Baily Garner in 2003 to gain more practical experience. Upon completion, Baily Garner sponsored me to complete my studies and continue my experience under their guidance. I have now been qualified for five years working as a Project Team Leader on a variety of schemes including estate regeneration and education masterplans."

## What is your position and how long have you been at the firm?

I am a qualified Architect and Project Manager and have been working at Baily Garner since 2003 on a mix of full time and part time basis. I initially started at the company as a Part 1 Architectural Assistant. When I returned back to university to complete my Part 2 post graduate diploma, Baily Garner paid for my tuition fees so I could complete it as a full time student. I then returned to Baily Garner after my studies to work while I prepared for my Part 3 qualification as an Architect.

## What is your role and what type of projects and clients are you involved with?

My current role within the practice is Project Team Leader, which means I lead of a variety of schemes and am also the key client contact.

As an Architect, I am in a role where I can work on a range of different tasks during the week from feasibility designs to detailed planning submissions.

I am mainly involved in housing and regeneration projects, but I also have experience in education schemes, so my clients can vary from a Housing Association to a Board of Governors for a School.

## What is the most interesting part of your job?

For me, its balancing what the residents or end users need with what we are able to do, for example managing high aspirations and expectations with a limited budget.

On our schemes we aim to involve as many of the stakeholders in consultations as possible as this helps highlight key issues and concerns which we may not have considered.

## What interested you in starting a career in architecture?

A lot of my family are involved in the construction industry, from Engineers to Developers. Being surrounded by them at a young age fuelled my enthusiasm for construction and particularly housing which is my passion.

So, I have known from an early age that Architecture was the career path for me and that I especially wanted to work in housing.

## What makes Baily Garner different from our competitors?

Working in an interdisciplinary environment has helped me gain a better appreciation for other disciplines within the practice and also understand how they work and their priorities. This means that when preparing specific documents or drawings I can tailor this to meet their needs which removes the requirement for additional work. The open plan office also allows the opportunity to meet other disciplines on an informal basis and the internal core-competencies organised gives everyone the opportunity to share knowledge and lessons learnt.



**Matt Hornsby**  
BSc (Hons), MRICS, APMP  
Head of Building Surveying

"I have become a Chartered Building Surveyor and qualified Project Manager since joining Baily Garner 16 years ago. During this time I have progressed through the organisation from a young fresh faced graduate to an experienced Building Surveyor and Project Manager. I am also the Head of Building Surveying and work with the other discipline heads to promote and achieve best practice. For the last 5 years I have been an RICS APC Assessor which has enabled me to assist and support our graduates and trainees who are on their journey to becoming qualified professionals."

# BUILDING SURVEYING



Building Surveying has been at the heart of Baily Garner since 1976. We consider ourselves 'Building Doctors' analysing defects and putting together recovery plans. Our Building Surveyors work on inner city listed buildings through to cyclical repairs and maintenance, extensive refurbishment and regeneration projects including party walls, dilapidations and condition surveys utilising modern skills with traditional values.



**Rob Tyler**  
BSc (Hons)  
Assistant Building Surveyor

"Leaving school, I achieved 11 A\*-C GCSE's and 4 A Levels and from there, I chose to begin as an trainee surveyor. Combining work at Baily Garner and university, I studied 1 day per week and worked 4 days in the office. In June this year, I graduated with a degree in Building Surveying from London South Bank University. I am currently working as an Assistant Building Surveyor and I am studying towards my APC. I am currently working on a number of interesting projects in the education and residential sectors, where I am involved heavily in the running of projects and client liaison."

## What interested you in starting a career in building surveying?

I have been around the construction industry my whole life, as my father and brother both work within the sector. Having this first hand exposure I became interested in drawings and the development of a project as I grew up and now I find myself working on projects I used to watch my family work on. It is a great sense of achievement to now be involved.

## What is your position and how long have you been at the firm?

My position at Baily Garner is Assistant Building Surveyor and I have been working here for 4 years. I initially began at Baily Garner as an undergraduate on a part-time degree course, studying 1 day per week at university and working in the office 4 days per week. I graduated in June 2014 and have now begun working towards my MRICS.

## What makes Baily Garner different from our competitors?

Baily Garner is different from our competitors as experienced individuals have a big involvement with the development of individuals and helping with training from degree through to RICS Membership, achieving the best you can. There is also a very good atmosphere and working environment where there is an excellent balance of work and social events which keep spirits high!

## What is your role and what type of projects and clients are you involved with?

My role at Baily Garner is to assist the Project Team Leader in the contract administration and delivery of projects from inception to completion.

Before work begins, the role involves carrying out briefing meetings with clients, design work and producing specifications and drawings to be issued to tender.

When works commence, I am responsible for chairing meetings and taking/distributing minutes, managing costs and carrying out weekly site visits to monitor the quality and progress of the works.

The clients I work with are in the education and residential sector, typically schools as part of EFA Funding and social housing organisations, including housing associations and local authorities.

## What is the most interesting part of your job?

The most interesting part of the job is the variety of schemes and dealing with clients. Every job which we embark on is different, and there are varying needs of each client. It is interesting and a valuable learning experience to deal with clients, as it builds your people skills and ability to communicate with all types of individuals.

It is also interesting to have days when you are out on site as it gives variety and balance to the working week.



**John Milner**  
MRICS, APMP  
Head of Environmental & Building Services

“I am a Chartered Building Surveyor but Baily Garner also supported my interest in the environment and sustainability enabling me to become a qualified Eco Homes and BREEAM refurbishment assessor. I have developed our Environmental and Building Services Group into an integral and vital part of the organisation and am now one of the owners of the business. Much of my job satisfaction comes from the innovative and award winning projects we help deliver that have a positive impact on the environment and the industry.”



Environmental considerations are no longer desirable, they are essential hence our environmental specialists design to achieve the best environmental and sustainable solutions for all projects. This involves collaborative work with all project members including our Building Service Engineers as building services form a key part of all construction projects amounting to approximately 30% of overall construction cost.

# ENVIRONMENTAL & BUILDING SERVICES



**James Ledger**  
BSC (Hons), HNC  
Assistant Mechanical Engineer

“I have been with Baily Garner for over 6 months as an Intermediate Mechanical Engineer designing mechanical services for refurbishments and new developments within different sectors.

I am currently studying and on my final year at London South Bank University for a BSc (Hons) in Building Services Engineering, but have previously gained qualifications of HNC. I hope to continue my education to a Master's Degree and eventually become a Chartered Engineer.”

## What is the most interesting part of your job?

Working with other disciplines to me is one of the best parts of my job. By getting ideas and expressing your own to Architects, Structural and Electrical Engineers ensures you share information and are learning at all times. This is where your experience and knowledge gets used and tested. The other part of my job I enjoy is the problem solving that can sometimes come with the job. As much as you try, sometimes a situation arises that is out of your control. This is where you can become creative and suggest solutions that others engineers may not of thought of themselves.

## What is your position and how long have you been at the firm?

I am an Intermediate Mechanical Engineer having technical knowledge and experience to designing projects across all sectors for schools, residential developments and offices. I have a BSc Degree in Building Service Engineering and I am about to enter my final year to progress to a BSc Honours. I have been working for Baily Garner since January 2014.

## What is your role and what type of projects and clients are you involved with?

My role includes different areas of skills that are used to fulfil the job position of a Mechanical Engineer. First and foremost I am a technical designer that is able to design different types of systems such as heating, cooling, ventilation, public health and above ground drainage. Each one of these services is required when it comes to building a new development. Without them, any premises would be unusable. As a Mechanical Engineer a role that is often performed is that of a surveyor. This is where knowledge of existing buildings and how they could/should perform is key. This is usually done when existing buildings have been extended or

refurbished and information of the existing mechanical services is required to modify or replace.

## What makes Baily Garner different from our competitors?

Baily Garner have a vast catalogue of experience over many sectors. Working for Baily Garner over the relatively short period of time that I have been with the Company, I have already been involved in projects from refurbishment of 39 cold water tanks, extension of school premises, strip-out and refit of high specification offices to the construction of a new housing development.

Having this vast range of projects not only keeps the job interesting but allows me to pick up vital experience to use in later years.

## What interested you in starting a career in environmental and building services?

I fell into being a Mechanical Engineer as a result of my inquisitive nature. I started my career in the building trade as a Mechanical Ventilation Heating Engineer working on all types of projects and sectors being handed drawings with ventilation and heating designs on them. Finding a position designing domestic heating systems I developed my experience to be able to work on projects such as high rise flats, offices, warehouses and commercial premises.



The best clients producing the best projects put time into getting the right project team and we believe the earlier a project manager is on-board the better. We have a number of qualified project managers who have the knowledge and expertise to flex our services to meet client requirements. What we do is add value to the construction process with a hands-on approach and strong direction.



**Tim Bush**  
MRICS, APMP  
Chartered Building Surveyor,  
Head of Birmingham Office

"I am a Chartered Surveyor and Project Manager. I left school at the age of 18 and immediately joined Baily Garner with whom I have established and developed my career to become one of the owners of the company. Pure academic study was never my thing and I found that by working and undertaking studies I was able to achieve a high level degree and become professionally chartered. The highlights of my career are developing spaces in which we live. Whilst meeting the requirements of not just of our clients but of all users."

# PROJECT MANAGEMENT



**James Banner**  
BSc (Hons), MRICS  
Chartered Project Manager

"I left school in 1997 with four A-Levels and gained a BSc(Hons) in Building Surveying in 2001. I have been at Baily Garner for 13 years during which I switched disciplines to Project Management achieving MRICS accreditation in 2009. I became an Associate Member of Baily Garner in 2011. Projects I have worked on have won a Zurich Customer First Award, an LABC Built in Quality Award and a shortlisting for an RICS Regeneration Award."

## What interested you in starting a career in architecture?

I come from a family heavily involved in construction so from an early age I was exposed to the industry. I developed a keen interest in buildings from my early teenage years and knew at that point I would end up in construction in some way. As I left school and university approached, I followed this desire picking a course which would lead me to becoming a construction professional.

## What is your position and how long have you been at the firm?

I am a Chartered Project Management Surveyor and an Associate Member of Baily Garner. I have been with the practice for 13 years and in that time I have worked my way up from graduate surveyor, become a Chartered Surveyor and 3 years ago became an Associate Member.

## What is your role and what type of projects and clients are you involved with?

My position in the company involves various roles.

On project work my role for Baily Garner is Project Team Leader, responsible for the delivery of projects. Within this role I generally work on new build education and housing projects as Employer's Agent, Client Representative or Project Manager from project inception through to completion.

I also have the role of overseeing other Project Team Leaders within Baily Garner within a programme of work.

Away from project work I play a part in generating new business. This includes putting submissions together to win work or going out to meet potential new clients.

## What is the most interesting part of your job?

The most interesting part of my job is the varied workload it offers. Every working day and every project is different presenting new challenges and ensuring I constantly stay fresh and continue to challenge myself.

## What makes Baily Garner different from our competitors?

Other practices may have different disciplines within them; however Baily Garner truly integrates these disciplines together within project teams ensuring a rounded measured service is provided to our clients. Whatever your own discipline, this ensures you understand how other disciplines work and what drives them. Aside from work, I have always found Baily Garner an enjoyable place to work with a good social side to it too.

"I joined Baily Garner 15 years ago as a qualified Chartered Quantity Surveyor and have since undertaken training to become a member of the Association for Project Management. The first project that I was involved with was an £80m housing estate regeneration scheme that enabled me to develop a range of skills and provided invaluable experience for my professional development. This helped with my progression through the practice and I am now Head of Quantity Surveying and an RICS APC Counsellor for all our candidates. The variety and challenges of projects are constantly changing and our ability to respond and influence the work we undertake is a key role that I enjoy working collaboratively with my colleagues."



**Stuart Wigley**  
BSc (Hons), BA (Hons), MRICS, APMP  
Head of Quantity Surveying

**What is your role and what type of projects and clients are you involved with?**

As an Assistant Quantity Surveyor, I am responsible for the production and presentation of cost planning to the client, managing tender procedures and procurement, cost controlling pre and post contract, value engineering, settling the final account and managing risks.

My experience is varied and I have most recently worked in healthcare, education and residential sectors in London ranging from new build to refurbishment and alterations to existing properties.

**What is your position and how long have you been at the firm?**

I joined Baily Garner in July 2008 as a year out student and upon completion of a 12 months apprenticeship I returned to university to complete my degree. I re-joined Baily Garner in October 2010 as a Graduate Quantity Surveyor. I currently hold the position of Assistant Quantity Surveyor and am working actively towards achieving the RICS chartered surveyor status, hoping to sit my examination in 2014.

**What makes Baily Garner different from our competitors?**

I've been at my current job for almost 5 years including placement year and I have seen people move on and return to the company again in the future. What make Baily Garner stands out from its competitors are the people, the environment and the variety of work. Everyone that I work with has a very positive attitude and is oriented towards problem-solving. Baily Garner also take pride in offering the best possible support at every stage of an individual's career and provides key support and assistance to individuals who are working towards obtaining professional status.

**What is the most interesting part of your job?**

I genuinely do enjoy every aspect of my job. I love the dynamic environment that I work in and the fantastic people that I work with. The best part of my job is the interaction with people, be it clients, contractors or designers, the challenges faced in every project including the feeling of satisfaction of a project that I follow through from inception to completion. Every time that I am involved in a new project, whether it is for a new or existing client, there is always something new that I can learn as every project is unique and specific. I like that no two projects are alike, new challenges at hand makes for fast paced and interesting days.

**What interested you in starting a career in quantity surveying?**

I have always been interested in building design and construction since a young age. I had wanted to be an architect for as long as I can remember however while researching the tertiary courses available for entry into the construction industry, I came across the Quantity Surveying course at Northumbria University in Newcastle which offered a balance of academic and practical modules and I have not looked back!



**Janet Chai**  
BSc (Hons)  
Assistant Quantity Surveyor

"My name is Janet Chai. I am from Malaysia but I have lived in the UK since 2007. I came to the UK 7 years ago to complete my undergraduate degree at Northumbria University. In June 2010, I graduated with a BSc (Hons) degree in Quantity Surveying. I joined Baily Garner 3 months after graduation and am currently working as an Assistant Quantity Surveyor. It will be my fifth year at Baily Garner this coming October and I am enrolled with the RICS and with every intention of achieving chartered surveyor status as soon as possible."



The days of counting bricks and producing Bills of Quantities are gone and replaced by modern software, detailed cost modelling and automated quantities via BIM programmes. The modern Quantity Surveyor is intellectual, aware of market trends and economic factors, embraces ITC and provides straight financial advice.

# QUANTITY SURVEYING

### 3. WHY BAILY GARNER?

**We believe the decision of embarking on your professional career with Baily Garner is a simple one. For over 35 years our investment in developing the best people, tools, skills and services has been at the heart of our business and the key ingredients for our organic growth into one of the Country's best mixed discipline construction consultants.**

We consider our offer of joining a dynamic, modern and forward thinking organisation like Baily Garner will provide you with unrivalled experience in supporting the development of your professional career.

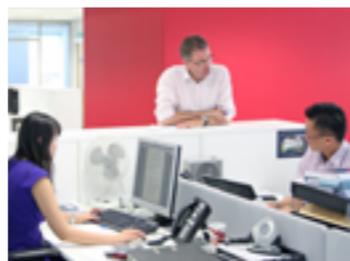
Throughout your career at Baily Garner you will be provided with the necessary pastoral care to support your development. This will include the allocation of a mentor, a personal development plan and annual reviews to monitor your progress.

Post qualification will also support you in your training towards a professional

accreditation with the RICS, RIBA or CIBSE dependent upon your selected career path. We are exceptionally proud of the level of support we provide our staff through our core competencies, training away days and internal and external CPDs which is reflected in a first time RICS pass rate of 80% in comparison to a UK average of 65%.

Our recently refurbished offices in London and Birmingham will also offer you a modern and stylish working environment where the latest innovations in IT are used to deliver a high quality and efficient service to our client base.

Whilst we seek to instil a strong work ethic in all staff, it is not all work and no play. Throughout the course of the year we hold a number of social events including Summer and Christmas parties, weekly 5 a-side football and a monthly "pop to the pub Friday".



### OUR OFFER TO YOU

**Earn as you Learn structure with day release to University or College**

**Payment of all University and College subscriptions**

**Bi annual salary reviews and annual appraisals**

**Allocation of a mentor to support your development**

**21 days holiday including birthday**

**Exposure to all sectors and disciplines in construction industry**

**Support from industry professionals and experts**

**Modern office working environment and social activities**

**Competitive salary**



All trainees will sign up to a tailored Training Plan that will outline your career journey within Baily Garner and support our shared aspirations to be the best construction consultancy. Details of discipline specific Training Plans will be provided upon receipt of an application for employment or general enquiry.

## 4. NEXT STEPS

### We hope we have sparked an interest in embarking on a career in construction with Baily Garner.

We believe our offer of providing a balance of pastoral care and professional experience in a modern office environment positions us at the forefront of the market in supporting bright young individuals entering the industry.

Subject to meeting specific academic requirements, if you are driven, bold and up for the challenge we would be excited to hear from you.

For interested candidates, two principal career paths exist which are detailed below for further information and research.

### ROUTE 1 – LEAVERS AT 16 (GCSE)

For school leavers at 16, a formal programme of study will commence through a foundation programme combining educational training with work experience at Baily Garner. This shall include the following:

- A part time Level 3 National Vocational Qualification in Surveying or Construction with 2 Years Experience.
- A part time HNC (2 years) leading to University entry in Year 2 (HNC) or 3 (HND). Entry requirements for a HNC and HND are minimum 1 A Level.
- Part time RICS, RIBA or CIBSE approved degree and qualification.

### ROUTE 2 – LEAVERS AT 18 (A LEVELS)

For school leavers with A' Levels two principal options exist depending upon your final results as detailed below:

- A part time HNC or HND course over 2 or 3 years with entry to university on an accredited degree course in Year 3 or 4 with a further period of study resulting in qualification in Year 5.
- Enrolment on a five year part time degree on an accredited degree course.



All of the above options shall be on an “earn as you learn” structure and supported by a training plan with one day per week day release to college or university.

We have a strong partnership with a number of colleges and universities both locally and nationally.

Courses are offered in over 400 university and further education colleges nationally and most applications are managed by UCAS. For further information on HNC, HND and general course entry requirements, we recommend you visit [www.ucas.com](http://www.ucas.com)

For candidates seeking to enrol immediately on a five year part time university degree, please note courses must be recognised and accredited by their professional body. Suitable establishments include:

**London Southbank University**  
[www.lsbu.ac.uk](http://www.lsbu.ac.uk)

UCAS Entry Points – 280

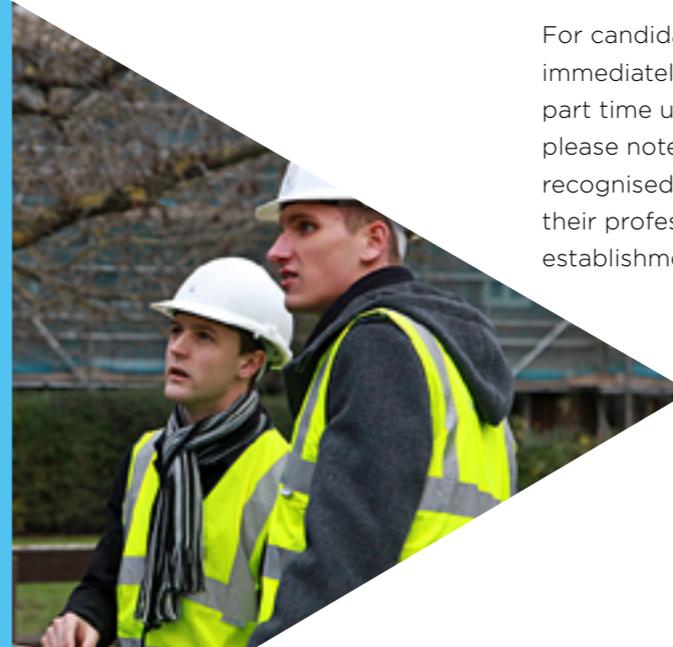
**Kingston University**  
[www.kingston.ac.uk](http://www.kingston.ac.uk)

UCAS Entry Points – 280-300

**Westminster University**  
[www.westminster.ac.uk](http://www.westminster.ac.uk)  
UCAS Entry Points – 280

**Coventry University**  
(For Birmingham Office)  
[www.coventry.ac.uk](http://www.coventry.ac.uk)  
UCAS Entry Points – 260

All candidates are advised to ensure they meet the relevant entry requirements for respective university and college organisations noting most university courses will require 5 GCSE's with A\*-C in Maths in English.





**Andrew Little**  
BSc (Hons) MRICS

For further information, please  
send a copy of your CV and  
cover letter to:  
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