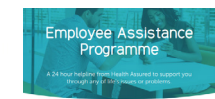




CAREERS AT J TOMLINSON

www.jtomlinson.co.uk/careers



WELCOME TO J TOMLINSON

If you're looking to kickstart your career or build on your existing skills in a friendly, supportive and encouraging environment, a warm welcome awaits you at J Tomlinson.

Founded in the 1950s and originally a family-owned business, we excel in delivering socially-conscious building and maintenance solutions across a wide range of public and private sectors.

We employ circa 500 staff across an extensive range of site and operational and support service divisions, and are always on the lookout for passionate and talented individuals to join our ever-growing team.

A forward-thinking employer which firmly believes our people are our most valuable asset, we offer individualised structured training in a wide range of areas - whether your role sees you working out on site or in an office environment.

We work from a network of regional offices in the East Midlands, West Midlands, Central England, Northern England, and Yorkshire, each supported by our head office in Beeston, Nottingham.

As a business we live and breathe our vision and values, placing our people, our customers and the communities we work in at the heart of everything we do.



500 EMPLOYEES



25 APPRENTICES



PRIVATELY-OWNED COMPANY



7 OFFICES

OUR JOURNEY SO FAR

Company History

Originally founded in the 1950s, the business steadily expanded from its base at Beeston (near Nottingham) and by the 1980s had become a substantial regional mechanical and electrical contractor as a result of organic growth and the acquisition of a local mechanical company.

In the 1990s, long-term owners David Adams and Steve Kirkland developed the company still further to provide a complete range of building solutions and services.

Now offering a fully integrated solution, covering the whole building lifecycle from construction to refurbishment, repairs and maintenance, engineering services, energy, and facilities management.

Working across the Midlands, Central and Northern England our teams are fully committed to providing a highly professional and personalised service, tailored to customer's needs.

In 2019, the company registered a record turnover of £130 million and employed more than 480 people.

Who we work with

We primarily operate across the following key sectors:

- Social Housing
- Education
- Health & Care
- Emergency Services
- Commercial & Industrial
- Local Government



WHY WORK FOR US?

Here are just some of the many benefits you'll receive as a J Tomlinson employee...



Pension Scheme

Helping you save money for retirement by paying a percentage of into our pension scheme automatically every payday.



Life Assurance

A benefit that protect your family and loved ones should the unthinkable happen, so that they can continue keeping up with financial commitments..



Perks at work

Access to an extensive range of exclusive and exciting discounts to make your money go further as well as making savings on day-to-day essentials and larger purchases such as holidays or days out. The extra bonus to this benefit is that you can share these savings with your family and friends!



Supporting Causes Close to Our Hearts

Each year we gives our employees the opportunity to support causes that are close to their hearts by inviting sponsorship requests. Over the last few years the company has donated funds to a wide range of local and national causes including Derby Hospital's Oncology Unit, Crohn's & Colitis UK, Sure Start, Treetops Hospice & Care, The Cinnamon Trust, Gracie's Cat Rescue, the RSPCA, and West Bridgford Ladies Hockey team.



Mental Health and Wellbeing Support

J Tomlinson is committed to supporting the emotional wellbeing of our people and beyond. The company's 24/7 Employee Assistance Programme (EAP) provides unlimited support to staff and their families via confidential face-to-face, telephone or online counselling with qualified professionals. In addition, our team of Mental Health First Aiders (MHFAs) help support mental wellbeing across the company and beyond by signposting individuals to the appropriate support.



COMPANY STRUCTURE

Operational Departments

- Construction
- Refurbishment
- Engineering Services
- Low Carbon and Renewable Energy
- Regeneration
- Repairs & Maintenance
- Facilities Management

Support Service Departments

- Bids
- Marketing
- Business Development
- HR
- Finance
- SHEQ (Safety, Health, Environment, Quality)
- HR
- IT
- Fleet



Read on to discover just some of the typical careers available at J Tomlinson, as well as the experiences of our employees...

RESIDENT LIAISON OFFICER (RLO)



What does the role of a Resident Liaison Officer entail?

Acting as a point of contact between J Tomlinson's site teams and the residents whose homes we work within, helping to ensure a high level of customer satisfaction.

Responsibilities include carrying out residents' inductions, visiting properties to ensure works are progressing smoothly, making appointments for asbestos and structural surveys, as well as helping residents prepare for works that are due to take place.

What skills and qualities are needed to become a Resident Liaison Officer?

Skills:

- Customer Service
- Communication
- Attention to Detail
- Diligence
- Organisation

Attributes

- Friendly
- Positive
- Approachable
- Empathetic
- Resourceful

APPRENTICE RESIDENT LIAISON OFFICER - POTENTIAL CAREER OPPORTUNITIES:

Customer Service Manager - £30k+

Site Manager - £40k+

CAREER PROFILE: ANDY H.

What other work experience have you had?

I have been doing this job since I left sixth form. I had a few part time jobs in retail whilst I was still in full-time education.



What process did you have to follow to get into your current role?

I was brought into this job through metUK and started as an assistant RLO, gaining the customer service training and experience required to enable me to progress to a fully-qualified Resident Liaison Officer.

What part of your job do you enjoy the most?

I enjoy managing my own time and meeting the targets that we have. I also like meeting new people and seeing that they are happy after we have completed works to their home.

What job-specific training/courses have you undertaken during your time at J Tomlinson?

We carry out a yearly asbestos awareness test, and I am currently undertaking the NVQ level 3 – Customer Service Specialist apprenticeship.



"I enjoy managing my own time, meeting targets, and seeing that customers are happy after we have completed improvement works to their homes."

ANDY H. - RESIDENT LIAISON OFFICER

QUANTITY SURVEYOR



What does the role of a Quantity Surveyor entail?

Liaising with the site team on a daily basis, a quantity surveyor controls the finances for projects that J Tomlinson manages. The role includes placing orders with subcontractors, reviewing their accounts, identifying and managing pricing variations, whilst also working in accordance with the programme provided by the operations team. Every month the quantity survey provides a cost report to the senior team within their department, detailing how the project sits financially.

What skills and qualities are needed to become a Quantity Surveyor?

Skills:

- Mathematics
- Computer Literacy
- Organisation
- Communication

Attributes

- Attention to Detail
- Enjoys a Challenge
- Sociable
- Likes Working with People

APPRENTICE QUANTITY SURVEYOR - POTENTIAL CAREER OPPORTUNITIES:

Estimator - £35k+

Senior/Managing Quantity Surveyor - £30k+

Project Manager - £35k

CAREER PROFILE: LUCY T.

What other jobs and work experience have you had?

After sixth form I worked in a fish and chip shop while deciding what I wanted to do next.

What made you want to become a Quantity Surveyor?

I knew I wanted to work within the construction industry so I started looking into the different job roles, with an interest in maths I thought I would enjoy quantity surveying.

Why did you choose a traineeship?

I liked the idea of learning whilst working; undertaking a traineeship has been immensely valuable as I am able to apply what I've learned to my daily role, which has been so helpful for my progression and knowledge.

Courses and training?

I'm currently undertaking a Level 4 'Construction in the Built Environment' course, then going to finish the qualification at university to become a qualified quantity surveyor.

What is your favourite part of your role?

I really enjoy meeting new people and visiting different sites. Working whilst I learn, I'm constantly broadening my knowledge and my teammates are always here to support me. What I love about J Tomlinson is that everyone motivates one another, working as one team to meet shared goals.





“Undertaking a traineeship means I am able to apply what I’ve learned to my daily role, which has been immensely valuable to my progression and knowledge”

LUCY T. - TRAINEE QUANTITY SURVEYOR

ELECTRICIAN



What does the role of an Electrician entail?

An electrician undertakes electrical testing, repairs, installations and maintenance works within commercial or domestic buildings, ensuring that the quality of work is always compliant with the relevant regulations and working practices. Duties include planning the layout of electrical wiring (lighting, security, fire), diagnosing electrical problems and conducting general electrical maintenance.

What skills and qualities are needed to become an Electrician?

Skills:

- Organisation
- Attention to Detail
- Communication
- Practical
- Logical Thinking

Qualities:

- Politeness
- Approachable
- Punctuality
- Service-Orientated
- Perseverance

APPRENTICE ELECTRICIAN - POTENTIAL CAREER OPPORTUNITIES:

Inspection and Testing Electrician - £35k+ Electrical Qualifying Supervisor - £38k+

CAREER PROFILE: OWEN L.

What made you want to become an electrician?

I had a strong interest in electrical systems from a young age; I loved helping my grandad build and repair things - usually motor-related. I've always enjoyed working with my hands and for that reason I knew a desk-bound job wouldn't be for me.



What's your favourite part of your job?

I really like the people I work with; they're very supportive and approachable. I equally enjoy working independently on different tasks, and I'm looking forward to gaining more hands-on experiencing in electrical wiring and rewiring.

What qualifications are you undertaking to assist you in your role?

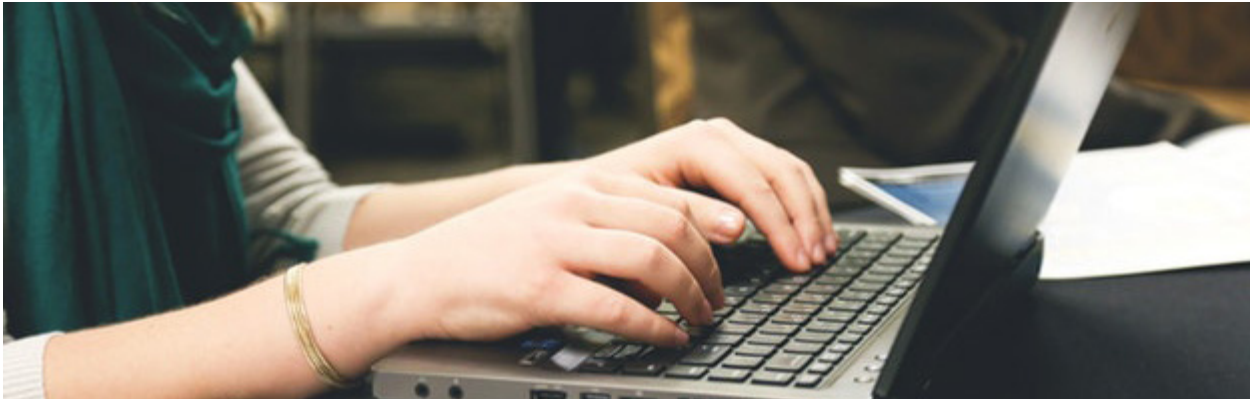
I'm currently undertaking a Level 3 Electrical Apprenticeship and am learning so many valuable things that I can apply to my role. Every day I learn more about electrical science, inspection and testing procedures, fault diagnosis, as well as system design. Once I have completed my course I will have a NVQ Diploma in my field and will be a qualified electrician.



"I had a strong interest in electrical systems from a young age; I loved helping my grandad build and repair things - usually motor-related."

OWEN LAW - ELECTRICAL APPRENTICE

BID WRITER



What does the role of a Bid Writer entail?

In essence, a bid writer prepares (writes and designs) documents to help win work for a company. Whilst the role centres around writing bids and collating all the information needed from other areas of the business, it also includes quality-checking the work of fellow teammates. All members of the bid team work together to ensure that the proposals we put forward are the best possible.

What skills and qualities are needed to become a Bid Writer?

Skills:

- Writing
- Communication
- Organisation
- Teamwork
- Resourcefulness

Attributes

- Approachable
- Independent and Team Working
- Strategic Thinking
- Welcomes Feedback
- Forward-Planning

APPRENTICE BID WRITER - POTENTIAL CAREER OPPORTUNITIES:

Bid Writer - £22k+

Bid Manager - £50k +

CAREER PROFILE: HANNAH G.

What process did you follow to get your job?

Initial application followed by two-stage interview including a written exercise.

What work experience have you had?

My first job was hairdressing assistant! After leaving uni I worked in was Office Administration across bids, marketing and HR; this is what initially sparked my interest in bid writing.

Do you have any interests that complement your role?

I enjoy reading, which helps you to pick up good vocabulary for writing.

What part of your job do you enjoy the most?

I really enjoy seeing projects through from design to finish. It's amazing to see how much the projects we work on help people on day-to-day basis.

What curriculum subject options would you recommend someone choose to do your role?

English, Business, IT/Design.

What training at work do you undertake to help you do your job?

Software training (e.g. InDesign) and we keep up to date with the latest legislations and best practices through seminars/webinars.





"I really enjoy seeing projects through from design to finish. It's amazing to see how much the projects we work on help people on day-to-day basis."

HANNAH G. - BID WRITER

BUSINESS ADMINISTRATOR



What does the role of a Business Administrator entail?

With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested. The flexibility and responsiveness required allows the apprentice to develop a wide range of skills in the areas of communication, presentation, prioritisation, and more.

What skills and qualities are needed to become a Business Administrator?

Skills:

- Communication
- Organisation
- Microsoft Office/Basic IT
- Attention to Detail
- Teamwork

Qualities

- Approachable
- Initiative
- Professional
- Willing to Learn
- Logical Thinking

APPRENTICE BUSINESS ADMINISTRATOR - POTENTIAL CAREER OPPORTUNITIES:

Office Manager - £28k+

Customer Service Manager - £32k+

CAREER PROFILE: WILL G.

Describe a typical day in your role.

I work in J Tomlinson's Wakefield office, supporting the delivery of our Yorkshire and Humberside emergency service FM contracts. This includes processing invoices, responding to enquiries from clients and other stakeholders, filing, appointment scheduling, and database management.

What qualifications are you undertaking to assist you in your role?

I am currently progressing through a Level 3 Business Administration Apprenticeship, hosted by CT Skills. Once I have completed this I will receive a Diploma in Business Administration.

What do you enjoy doing in your spare time?

I love boxing and football - I have a season tickets for Leeds United, so I go to as many games as I can!

What do you enjoy most about your role and working for J Tomlinson?

I've never felt left out or phased by any of my tasks or responsibilities because my co-workers are so supportive; I'm ever stuck or need help anyone in the office will do their best to help out - no matter how busy they are.





"I'm excited to finish the apprenticeship and not only become a fully qualified business administrator, but also to progress my career at J Tomlinson."

WILL G. - BUSINESS ADMINISTRATION APPRENTICE

ASSISTANT ACCOUNTANT



What does the role of an Assistant Accountant entail?

With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested. The flexibility and responsiveness required allows the apprentice to develop a wide range of skills in the areas of communication, presentation, prioritisation, and more.

What skills and qualities are needed to become an Assistant Accountant?

Skills:

- Communication
- Organisation
- Microsoft Office/Basic IT
- Attention to Detail
- Mathematics

Attributes

- Approachable
- Initiative
- Professional
- Willing to Learn
- Logical Thinking

ASSISTANT ACCOUNTANT - POTENTIAL CAREER OPPORTUNITIES:

Financial Accountant - £40k +

Finance Manager - £50k +

CAREER PROFILE: JACK D.

Describe a typical day in your role.

I support J Tomlinson's accounts department, including monitoring transaction reports, processing boiler rebate claims, and assisting with management accounts.



What other jobs or work experience have you had?

My first job was an Accounts Apprentice role that I started when I left school. I was responsible for processing purchase ledger invoices and managing credit cards and petty cash whilst studying for an AAT Level 3 Advanced Diploma in Accounting.

What subject options would you recommend someone choose to do your role?

I would recommend an interest in maths and business studies to help the person become familiar with some of the terms that are used in business such as 'revenue', 'depreciation' and a lot more.

What's next in terms of your career/training?

I am currently working towards AAT level 4, which is the last level of AAT. I (virtually!) attend college once a week to support with this.

When I pass, I would like to go on to studying for a CIMA which is the next step in becoming a chartered accountant.



"A great part of my job is that I get to learn more about accounting which helps me to improve my knowledge and skills. I also like the people I work with; everyone is very friendly, which always helps!"

JACK D. - ASSISTANT ACCOUNTANT



Find out more...

For more information about career opportunities at J Tomlinson, please get in touch with our friendly team.

You can also visit our website for additional details about what we do, and to view our latest vacancies.

