

ARUP



# Infinite possibilities

Early careers at Arup. For graduates, apprentices and students.

[Why Arup?](#)[What we're looking for](#)[Graduates](#)[Placements](#)[Apprentices](#)[Welcome Events](#)[Applying](#)

*"If there is a structure that marries sustainability with a sense of the impossible, chances are it is the work of Arup's hands."*

Fortune Magazine

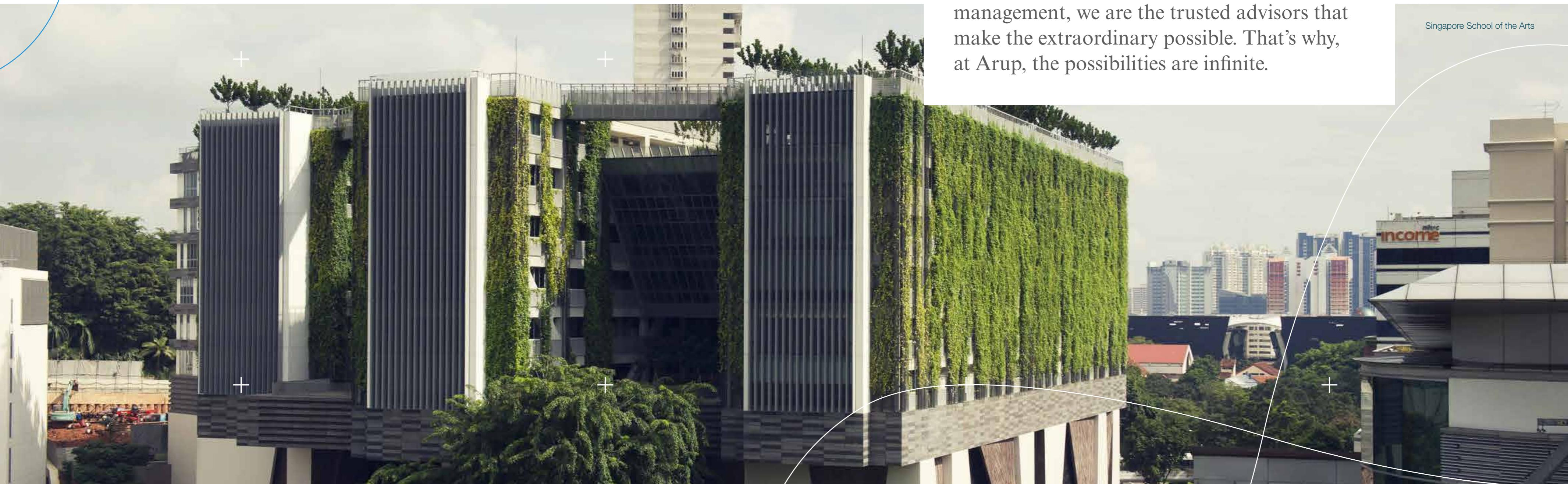
[Why Arup?](#)[What we're looking for](#)[Graduates](#)[Placements](#)[Apprentices](#)[Welcome Events](#)[Applying](#)

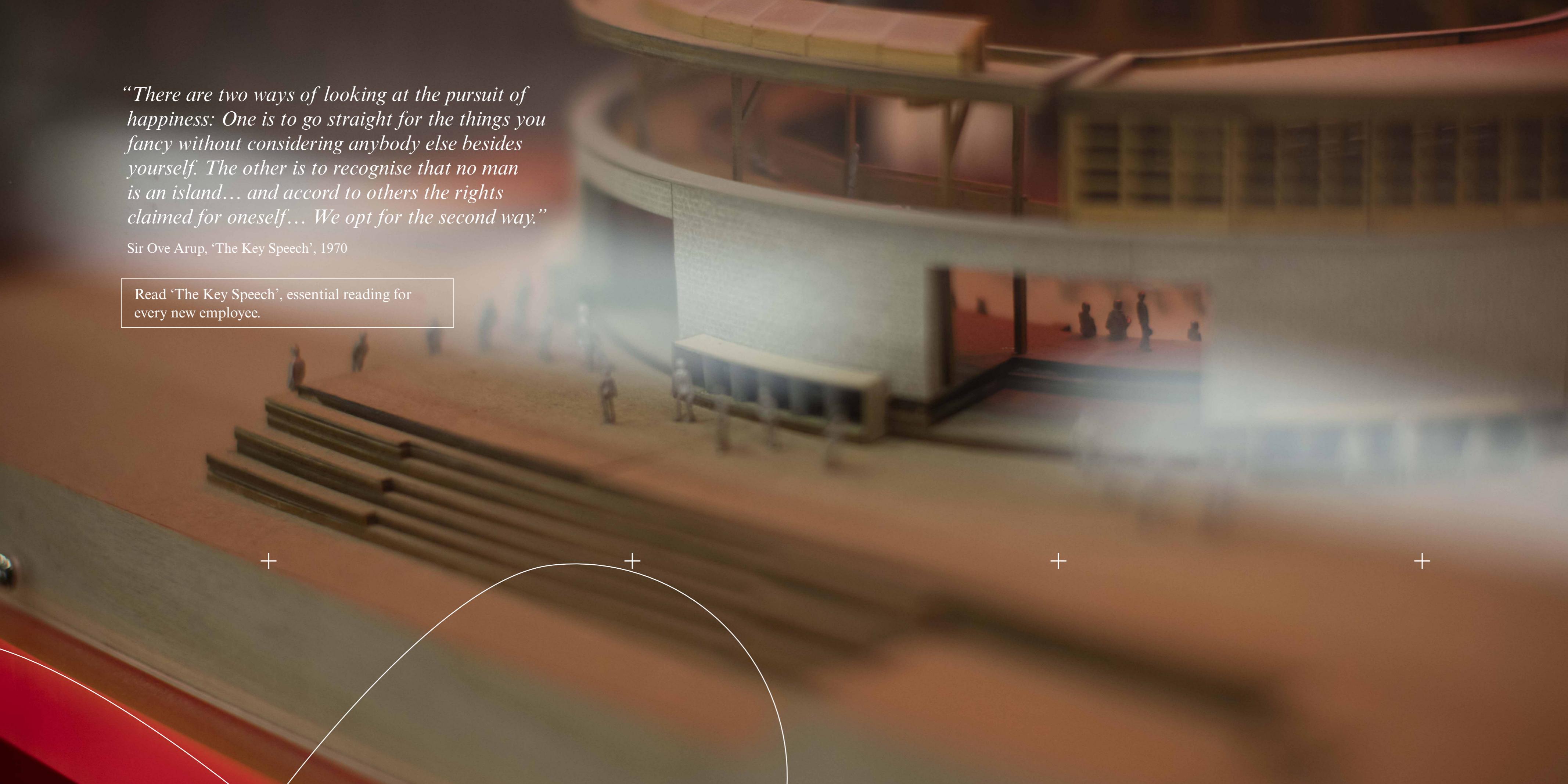
# New, fresh, daring, impossible.

These are the ideas we share because these are the things we make possible: **groundbreaking icons of building, infrastructure, consulting and business services.**

With a love of innovation from design to project management, we are the trusted advisors that make the extraordinary possible. That's why, at Arup, the possibilities are infinite.

Singapore School of the Arts





*“There are two ways of looking at the pursuit of happiness: One is to go straight for the things you fancy without considering anybody else besides yourself. The other is to recognise that no man is an island... and accord to others the rights claimed for oneself... We opt for the second way.”*

Sir Ove Arup, ‘The Key Speech’, 1970

Read ‘The Key Speech’, essential reading for every new employee.





# Why Arup?

## The second way.

You'll notice that we're not the only organisation to work on large-scale, high-profile projects. Or the only one to have thousands of staff around the globe. Nor are we the only one to offer our clients a multi-disciplinary service. [So you might be wondering what sets us apart.](#)

On July 9, 1970, our founder, Ove Arup stood before his partners in Winchester, England and made what would become known as 'The Key Speech'. "We shape a better world" was his message and it remains our mantra. Because we're independent, we can do well by doing good.

Owned in trust for the benefit of our employees, we don't have to answer to external stakeholders. Instead we live according to 'reasonable prosperity'. Naturally, as a business we make a profit. But what we do with it is rather different from the norm.

60% of our profits are reinvested back into the company. This goes to research, training, sports and social activities; to our charities, and to allow us to take risks on projects. 40% is shared between employees in our profit share scheme. And that's it – none goes on anything else. [Our people mean more to us than profits.](#)

Like our founder, we are part engineer, part philosopher. We are 14,000 designers, planners, engineers, consultants and technical specialists free to bend steel to our idealistic will.

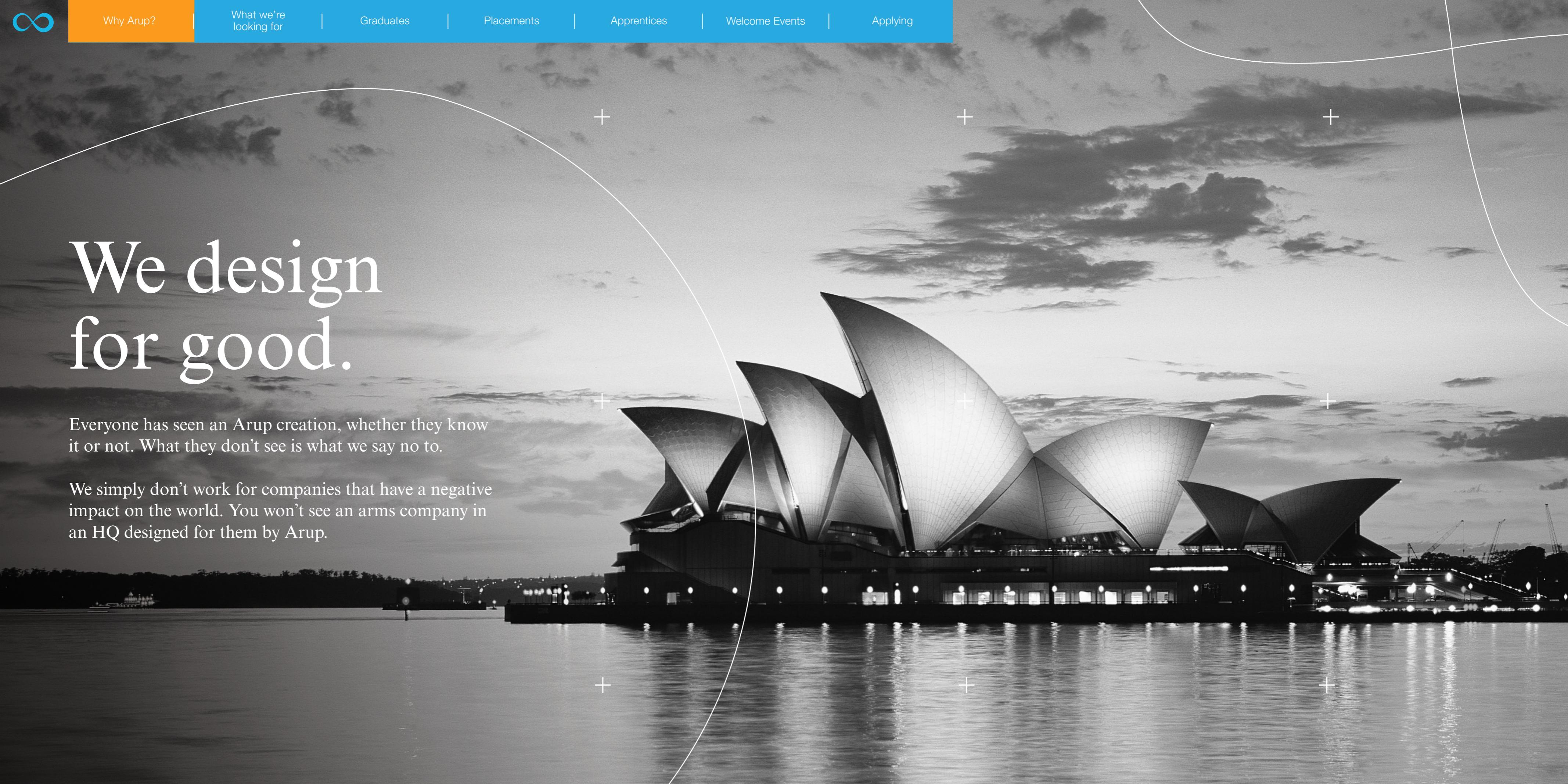
We are the defenders of visions against the barrage of short-term distractions. And we serve only our clients, our community and our conscience. Because Arup is not just our company. It's our legacy.

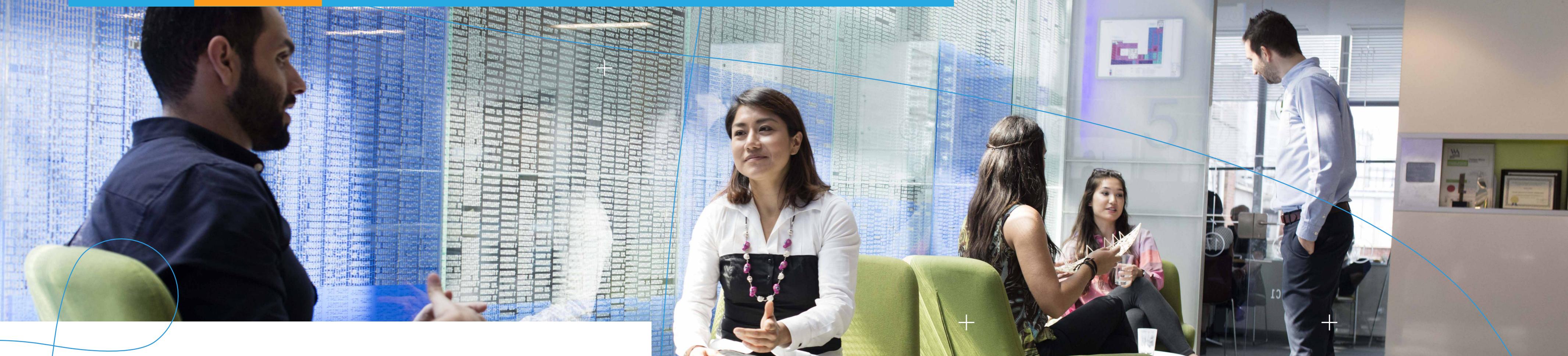
[Why Arup?](#)[What we're looking for](#)[Graduates](#)[Placements](#)[Apprentices](#)[Welcome Events](#)[Applying](#)

# We design for good.

Everyone has seen an Arup creation, whether they know it or not. What they don't see is what we say no to.

We simply don't work for companies that have a negative impact on the world. You won't see an arms company in an HQ designed for them by Arup.



[Why Arup?](#)[What we're looking for](#)[Graduates](#)[Placements](#)[Apprentices](#)[Welcome Events](#)[Applying](#)

# What we're looking for

*“Obviously, to do work of quality, we must have people of quality. We must be experts at what we undertake to do.”*

Sir Ove Arup, ‘The Key Speech’, 1970

## Our kind of people.

We're looking for people who are independent and proactive. That's true whether you're joining us as a graduate, an apprentice or on a placement. Adept at thinking on your feet, you're equipped to respond to change. You have the courage to challenge the status quo and you believe passionately in doing the right thing.

We welcome more than just engineers and conventional engineering qualifications. Arup is home to everyone from creative architects, IT experts and business & investor advisors, to geographers and economists.

At Arup, we're more interested in how you think than where you're from. We want free-spirited, innovative people of all shapes and sizes. We want independent thinkers.

That's why, throughout our recruitment process, we'll be looking at what makes you unique. At our assessment centre, you'll be asked to do the same as everyone else. It's how you go about it that will make the difference.

[Why Arup?](#)[What we're looking for](#)[Graduates](#)[Placements](#)[Apprentices](#)[Welcome Events](#)[Applying](#)

# Graduates

*“Every day at Arup is different, I did not fully anticipate the depth and breadth of experiences I would be entrusted with. One year on from joining as a graduate, I have worked on a multi award-winning medical rehabilitation centre for the MOD. Collaborated with Arup’s largest client worldwide. And have been seconded into a client organisation to facilitate their project delivery. Arup provides you with a network of strong people that you can truly rely on. It’s just the case of asking, as everyone you meet are always willing to help.”*

Nathan Thomas, Project Management Graduate

+

At Arup you have the opportunity to shape your career. You'll join in a specific role with real responsibility and client contact from the start.

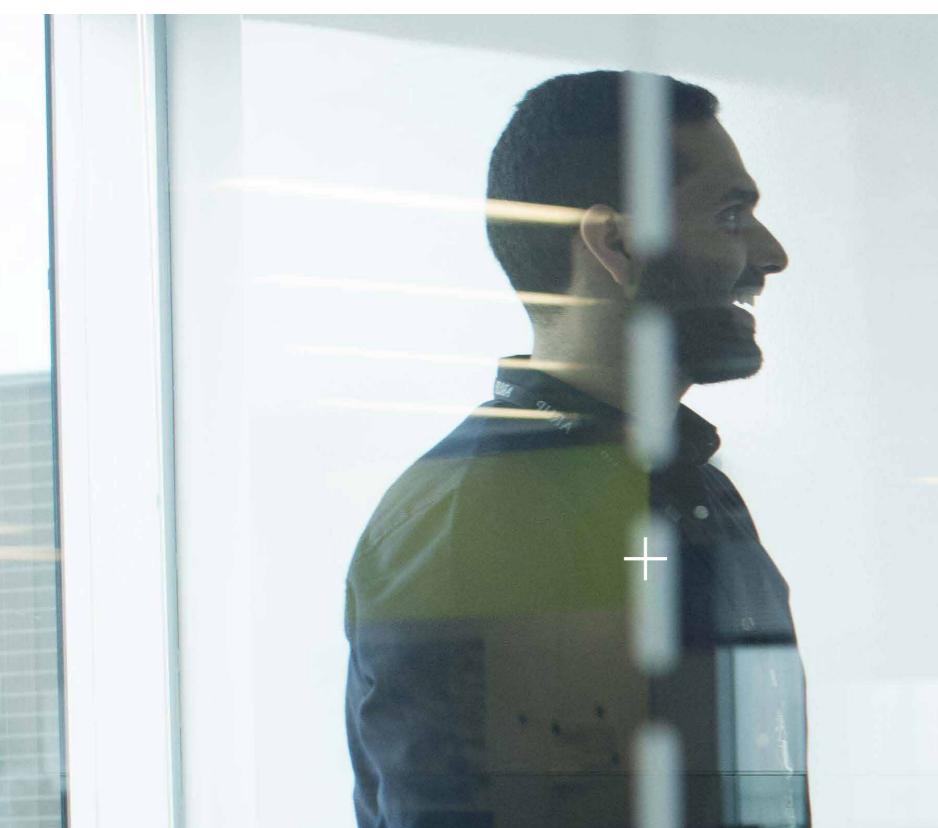
Seek more responsibility and – if we can, and if we see you're ready – we'll do our best to give it to you. Here, everyone is respected, everyone shares in delivering our work and everyone benefits from our success.

You'll have the support to tailor your role to your aspirations. You will be well rewarded with experience, interesting projects, profit-sharing and, most of all, a lasting impact on the world.

In return we'll expect you to challenge and improve how we do things, because we want to grow and change as much as you do.

Right now, you could be doing any manner of things. Maybe you're a student of Mechanical Engineering. Or Urban Design. Or Physics. Whatever you're up to, you might be surprised by the range of opportunities on offer.

We are looking for more than 250 graduates to join us in a wide range of disciplines. The grid on the next page shows a sample of our business areas. Use it to see where you fit in.





# Graduate development

There's no education like experience.

When joining us as one of our graduates, you'll be provided with a mentor, plus a tailored development plan, helping you qualify in your chosen discipline. A mentor can partner you for a range of professional accreditations including ICE, IStructE, IMechE, IET, CIBSE, RICS and many more.

Some of our graduates enjoy opportunities for international placements. These range from a few weeks right up to years. It can be a great opportunity to experience a new region.

What's certain is that you will benefit from a fantastic training package. This includes access to our Skills Networks, the hundreds of courses available at Arup University and, of course, informal networking. Naturally, a huge amount of your learning will come from your work on live projects.

Join us and, in addition to your salary, you can expect a welcome bonus, bi-annual profit share, and a market-leading flexible benefits package.

## Does this sound good to you?

All kinds of talented graduates thrive at Arup. Each one brings passion and determination to grow. We encourage you to apply early – applications are reviewed on a first come, first served basis.

1

Search for the relevant degree discipline on our [website](#).

2

Complete your online application form and an account will be created for you. You can also request [email alerts](#) for relevant positions as they arise.

3

We'll confirm receipt, and then get back to you as soon as possible to let you know if you are through to the next stage. This will be a situational judgment questionnaire. There is no right or wrong way to complete the questionnaire nor is it timed. We recommend you find a nice quiet place, free from distractions so that you can think about your answers.

4

After passing the situational judgment questionnaire and a business review, you'll be invited to an assessment centre. We will advise you of potential assessment centre dates early in the process. These may be listed on the job description. Assessment centre's take place between December and March. At the assessment centre you'll meet the team and take part in a technical exercise, a group exercise and a competency-based interview.



# Summer and 12-month placements

Each year, Arup seek out talented students for our acclaimed Summer and Industrial Placement programme.

We look for students who are ready to jump into the professional world; diverse individuals with inquisitive minds and a desire to challenge. You will work alongside skilled professionals and contribute to the success of real projects. ‘Off-the-job’ you may enjoy learning sessions with our leadership team, site visits to local projects and all kinds of social events.

Above all, you will be treated like future graduates, and you’ll be perfectly placed to join us when you complete your studies.

Does this sound good to you?

1

Search for the relevant degree discipline on our website. You can also search placements directly [here](#).

2

Apply and an online account will be created for you. You can also request [email alerts](#) for relevant positions as they arise.

3

Complete the online application form.

4

We'll confirm receipt and, after the application deadline, we'll let you know if you are successfully through to the interview stage.

5

We believe in tailoring an interview to the role and the applicant, so what happens next will vary. It will certainly include a face-to-face interview. You'll also be invited to meet the team and see the office before joining us.



# Apprentices

We are proud to have been awarded as one of the UK's Top 60 Employers of Apprentices. It's a testament to our commitment to providing the ideal start to your development.

We believe in 360 degree support that's both professional and personal. While acquiring the technical skills and qualifications you need to launch your career, you'll also build your workplace knowhow.

Have the opportunity to take part in off-the-job training, which is an essential component of our apprenticeships to ensure you develop and acquire knowledge, skills and behaviours as needed for your development.

We offer apprenticeships at Level 2 (intermediate), to Level 7 (degree).

Our apprentices study a wide range of professional disciplines: civil engineering, building services, structural engineering, rail design, business and admin, project management, transport planning, accountancy, digital consulting, quantity surveying, environmental consulting and more.

Locations include Belfast, Cardiff, Edinburgh and Glasgow in Scotland, and Bristol, Leeds, Liverpool, London, Manchester, Newcastle, Nottingham, Sheffield, Solihull, Winchester and York in England.

To fill these positions, we're looking for applicants that are passionate about the sector, self-motivated and eager to learn.



# Apprentice development

**Join us and expect both technical and workplace training.**

When joining us as one of our apprentices, you'll enjoy the opportunity to study for a paid, professionally-recognised qualification in a discipline that will help you further your career. At the same time, you'll be allocated a mentor to offer guidance. Throughout your apprenticeship, you'll have access to our online network. You'll also take internal courses. These cover technical aspects of the business, such as software, but also vital 'soft' skills such as report writing and working effectively.

We have preferred training providers across the UK to deliver your academic qualifications in day, block release or distance learning. 20% of your time will

be spent on 'off the job' training to develop your knowledge, skills and behaviors. Your progress will be reviewed together with your mentor and training provider periodically to help you successfully achieve your apprenticeship.

Your apprenticeship will begin with a residential Welcome Event, you will have appraisals every year, because your growth is our focus from day one.

Join us and, in addition to your salary, you can expect a bi-annual profit share, and a market-leading flexible benefits package.

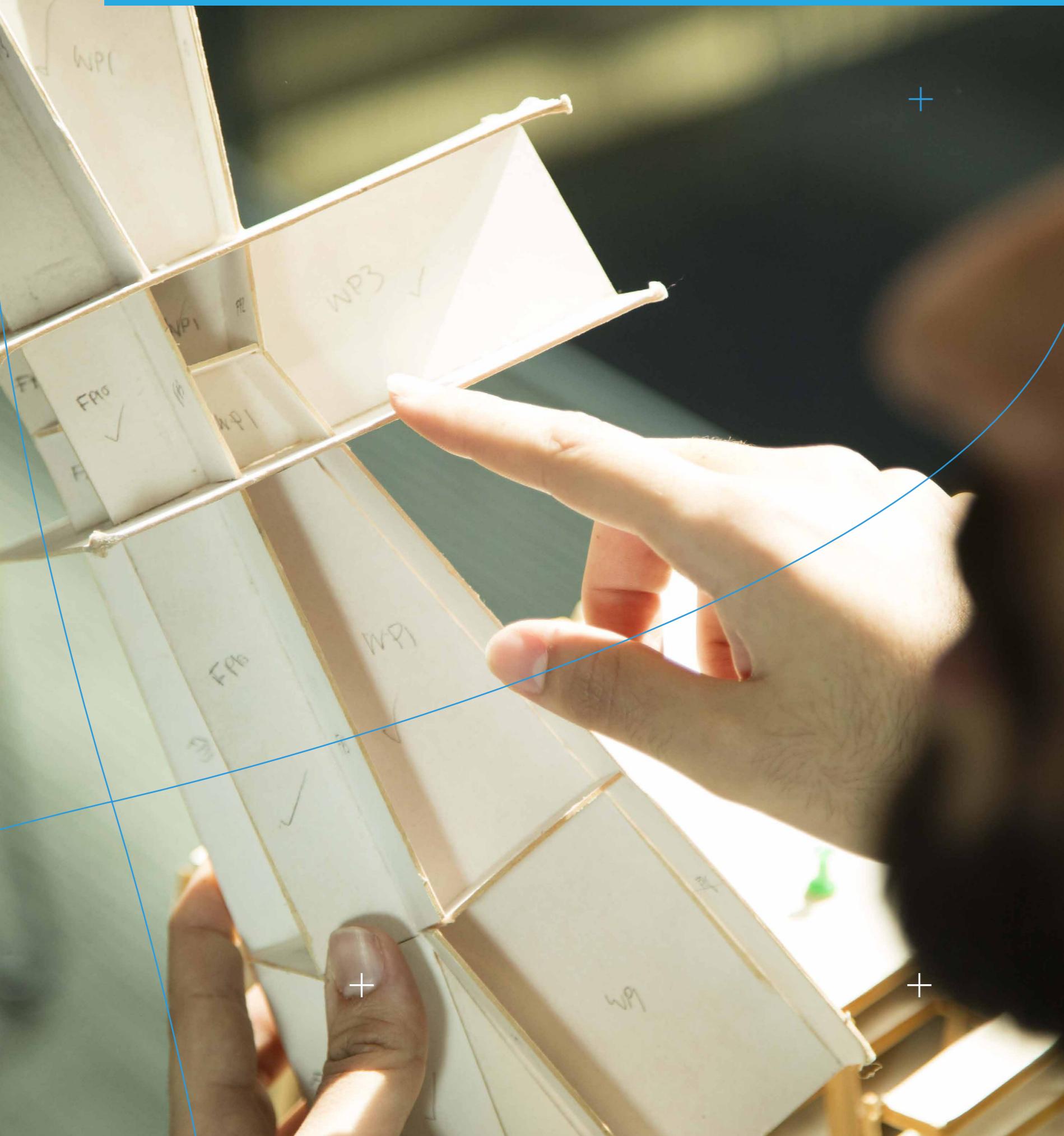
**Does this sound good to you?**

We encourage you to apply early - applications are reviewed on a first come, first served basis.

1 Check for vacancies on our website from mid-November. Vacancies in England will also be advertised on the [National Apprenticeship Service website](#). To check details of opportunities in Northern Ireland, Wales and Scotland, you can also email [UK.Recruitment@Arup.com](mailto:UK.Recruitment@Arup.com)

2 Submit your application including predicted/achieved grades, voluntary and paid work experience and a summary of your strengths.

3 Attend an assessment centre, including a tour of the office. It's as much a chance for you to get to know us as it is for us to get to know you. You can expect to find out about training, salary and how we do business. You'll hear from current apprentices and, most likely, experienced employees. Your assessment on the day will include an interview, plus technical and group exercises.



# Your first week

Our Welcome Event is in keeping with our career development: you make it your own. All UKIMEA (UK, India, Middle East and Africa) Graduates and Apprentice's are expected to attend the residential Graduate and Apprentice Welcome Events in September.

We hope you'll find it interesting and informative. You'll learn more about Arup, our values, how we work and have the opportunity to meet key leaders, across disciplines in our business. And network with some of our previous Graduates and Apprentice's.

You'll also take part in different group activities to help you discover your best and preferred learning style, to support a more effective way of working for you.

We know starting a new role can be daunting. So here's some advice from some of our apprentices and graduates who've been there and done that.

*"The welcome week was an excellent way to transition from graduating to beginning working life. I valued the opportunity to simply get to know fellow new-starters from other offices. I wasn't expecting to feel such a strong sense of community so early on in my time at Arup. Since starting I've been able to select the types of projects that I get involved in, been on site visits, had training in other Arup offices around the UK and I am now looking forward to doing an internal placement with the acoustics team in London"*

Stevie Dooley, Mechanical Graduate

*"The event was fantastic. It gave me a great insight into the values and morals of Arup and how they want to make the world a better place. It was a great way to meet other apprentices, lots of who I still speak to today, both from my office and around the UK. I have felt nothing but positive vibes since starting at Arup."*

James Zafriou, Electrical Apprentice



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