

the benevolent fund  
of the institution of civil engineers



One Great George Street

thomas telford

ice  
Institution of Civil Engineers

# Build your future with the ICE Group







## Welcome

Thank you for taking the time to have a look at this brochure.

The chances are you're reading this as you're thinking of applying for a job with the ICE Group – in which case I encourage you to complete your application. The fact that you've downloaded this brochure means you're the sort of person who uses their initiative and does their research – just the sort of person we want at the ICE Group. So keep reading.

This brochure aims to give you an overview of the organisations which form the ICE Group - the Institution of Civil Engineers, Thomas Telford Ltd and The Benevolent Fund - who we are, what we do and what it's like to work here.

We have employees all over the globe, from the largest group in Westminster; to our regional offices across England, Scotland, Wales and Northern Ireland; to our people in Hong Kong, China and Australia and across the rest of the world.

The people who make up the ICE Group are from a variety of different backgrounds and bring a wide range of skills to the organisation – the one thing they all have in common is a commitment to excellence, to achievement and to a lively, positive working culture.

We value our people – their talent, their skills and their time. And to prove it we offer a range of training, generous holidays and attractive benefits.

Please read through the rest of the brochure to find out more about us and why working for this established international organisation would be a smart career move.

Congratulations on beginning what will hopefully be a long and rewarding relationship with the ICE Group.

We look forward to hearing from you.

*S. Parsons.*

**Sandra Parsons**  
**Director of Human Resources**



# About the ICE Group

## What is civil engineering?

Civil engineers design, build and maintain the infrastructure which supports daily life – hospitals, schools, sports stadiums, road and harbours, railways and airports.

Civil engineering mixes technical ability with creativity and problem solving. Civil engineers are highly trained and highly qualified. As the world's foremost civil engineering membership body, our members have equally high expectations of the ICE Group.

## The ICE Group explained

**The Institution of Civil Engineers** (ICE), based at One Great George Street in Westminster, London. The Institution is a global membership organisation that promotes and advances civil engineering around the world.

ICE was founded by a small group of civil engineers in a London coffee house in 1818 and now has over 80,000 members in 152 countries around the world.

The Institution is the centre of ICE policy, looks after ICE members, deals with professional qualification, education, communication, knowledge and the promotion of civil engineering.

ICE has 12 Regional Support Teams around the UK and one in Hong Kong. They provide career advice, organise events and provide regular information to ICE members. The team also work with employers and universities to raise the profile of ICE and civil engineering at a regional level. The support teams have dedicated membership development officers who work with current and prospective members to support them through their professional qualifications to gain some of the many levels of qualifications the Institution of Civil Engineers offers.

Internationally we have a network of over 90 voluntary country representatives, as well as several local associations providing a range of support and activities for our non-UK based members.

Civil engineers join ICE for professional status; membership of the Institution is recognised around the world and is a sign of dedication, expertise and skill.



**Thomas Telford Ltd** (TTL) is ICE's commercial arm. TTL is currently based in Heron Quay in London's docklands. TTL offers books, journals, training and recruitment to the construction and civil engineering industry. All the money TTL makes is gifted to the Institution.

**The Benevolent Fund** is a charity which is part of the ICE Group and exists to give help, support and financial assistance to ICE members and their families who may find themselves in need.

## ICE's vision

The Institution's goal is to place civil engineers at the heart of society, delivering sustainable development through knowledge, skills and professional expertise.

## ICE's values

Underpinning everything which we do are our core values which we expect both members and employees to adhere to. It's these standards which help ICE to maintain its reputation for excellence:

- Trust and honesty
- Ethical behaviour and integrity
- High standards
- Quality and professionalism

## What does ICE do?


The Institution of Civil Engineers is the world's pre-eminent civil engineering institution.

ICE exists to:

- Promote the art and science of civil engineering through our work as a learned society
- Act as an international qualifying body which sets the standards civil engineers must achieve for professional qualification
- Influence government and act as the voice of civil engineering to the media and to the general public.

ICE is an industry authority and a source of civil engineering knowledge and expertise. We act on behalf of our members to promote civil engineering, to make government and key decision-makers aware of ICE's views, to produce reports on important national issues and to encourage young people into the profession.

On the membership side, we work to offer our members news, information and support nationally and at a local level via our regional teams.



One of our main functions is to offer professional qualification, whereby we assess civil engineers on their skills and knowledge and if they pass, they are allowed to use letters after their name as proof they have met ICE's high professional standards. These letters confer status and are held in high regard by the industry.

## ICE's business strategy

ICE's business strategy aims to ensure ICE functions as effectively and efficiently as possible. It is strongly supported by TTL, the commercial arm of the ICE Group and centres on:

- Being broad and inclusive of all those engaged in civil engineering
- Maintaining high professional standards for qualification and membership
- Providing an international source of knowledge and skills for civil engineers
- Using our knowledge and skills to deliver products and services which are attractive, relevant and valued by members and employers globally
- Promoting the economic role of civil engineering
- Raising the profile of civil engineering
- Influencing government, industry and other stakeholders to value civil engineering
- Partnering with relevant bodies
- Increasing the focus on ICE outputs
- Investing in all our people.

## Looking to the future

The ICE Group continues to go from strength to strength. 2007 saw TTL's highest profit ever, £3.1m, exceeding our target by over a million pounds and allowing all ICE Group staff a well deserved bonus.

The future for the ICE Group is very healthy. Profits are up, membership numbers are increasing, our global presence is growing and we have several major new projects on the cards, including finding a new central London location that allows all of our London teams to work under one roof, and entirely remodelling our online presence to benefit our members and other customers.

Now is a great time to become part of the ICE Group; we are more successful and have greater influence and a wider international scope than ever. When you join the ICE Group you get the best of both worlds – an established, stable institution with nearly 200 years of history, plus a forward-looking, global organisation, involved in one of the most dynamic sectors of industry.



# Learning and development

## Achieving your full potential

We are dedicated to helping our employees achieve their full potential by offering a broad spectrum of learning and development activities, both in-house and externally. We provide strong in-house training on IT and software, business writing, presentation skills and much more. We also offer our people places on a variety of external training courses to meet your individual needs.

## Professional qualifications

As a qualifying body we recognise the importance of professional qualifications. This is why we encourage you, following the successful completion of your probationary period, to apply for a relevant qualification.

A professional qualification adds weight to any CV and can help raise your game at work. At ICE we are prepared to consider sponsoring you to complete a professional qualification. Qualifications we have funded in the past include: Chartered Institute of Personnel and Development, Chartered Institute of Management Accountants and Chartered Institute of Marketing.

You will normally receive study leave in addition to your holiday allowance.

Once you have your professional qualification we will also help towards the annual membership fees.

## Offering you more

We have recently strengthened our human resources team and look forward to new ideas and a fresh approach to the way ICE addresses professional development, helping our employees to gain even more from being part of the ICE Group.



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## The benefits of working at ICE

Benefit	Details	Further information
<b>Your future</b>		
<b>Pension scheme</b>	Defined contribution pension scheme that is matched by the ICE Group.	You can choose to contribute 2.5%, 5%, or 7% of your annual salary and we will match it.
<b>Life assurance</b>	Pension scheme members are automatically covered for life assurance worth four times their annual salary.	
<b>Health and wellbeing</b>		
<b>BUPA private health insurance</b>	Up to 50% corporate discount for BUPA cover. This is dependant on the number of participants in the scheme.	Premiums start from £32.01 per month and are deducted from your net salary.
<b>Employee Assistance Programme</b>	A free and confidential 24-hour service for you and your family.	This service offers information and support on a variety of issues. These include personal, work-related, financial, consumer rights and childcare.
<b>Chiropodist</b>	A chiropodist is available on-site at a discounted rate	Visits are held several times per year.
<b>Eye care vouchers</b>	Contribution towards the cost of an eye test. You may also receive a contribution towards the cost of your glasses.	Offer is limited to participating opticians and applies to employees that are required to use a visual display unit (VDU) as a significant part of their role.
<b>Gym membership</b>	Interest free loan for membership to Spindles Health Club in Heron Quay.	The loan amount is deducted over six equal monthly payments.
<b>Work/life balance</b>		
<b>Hours of work</b>	Typically 36.25 hours per week Monday to Friday.	
<b>Holidays</b>	23 days + two 'fishing' days nominated by the ICE Group. This is in addition to national public holidays and the days between Christmas and the New Year.	The holiday year is 1 January to 31 December.
<b>Social Committee</b>	We have a very active social committee with regular events held throughout the year.	



Benefit	Details	Further information
<b>Optional extras</b>		
<b>Season ticket loan</b>	An interest free season ticket loan to assist with the cost of travel to work.	This is available to you after successful completion of your one month review and six weeks service. 12 equal deductions are taken from your net salary each month.
<b>Cycle to work scheme</b>	We are introducing a more tax effective 'cycle to work' benefit using <a href="http://www.cyclescheme.co.uk">www.cyclescheme.co.uk</a> . This can save up to 40% on the cost of a bike and equipment.	You make 12 monthly rental payments from your gross salary via payroll.
<b>In-house café bar at One Great George Street</b>	Enjoy a 20% discount from the café bar located at our Westminster offices.	Delicious menus change daily and this also includes regular drinks promotions. The café bar is open weekday evenings.
<b>Childcare vouchers</b>	Childcare vouchers can be used for a variety of childcare facilities such as day nurseries, holiday schemes, nannies and before/after school clubs.	Vouchers can be used if your child is aged between 0-16. The cost of this is deducted from your salary before tax and can save you money.
<b>Learning and development</b>		
<b>Appraisals</b>	The online performance development review (PDR) system enables you to discuss your progress and opportunities to further your skills regularly with your line manager.	Your PDR commences at one month into your employment and continues throughout your time with us.
<b>Training courses</b>	Professional development is encouraged and a wide range of business related training opportunities are offered both in-house and externally.	Related to your PDR sessions you can discuss with your line manager courses that will help you gain greater career satisfaction.
<b>Further education</b>	We have an excellent reputation for assisting our people to gain additional professional qualifications in their field. Professional membership subscriptions may also be subsidised.	This may be financial and/or time assistance to help you gain a further degree or maintain professional recognition.
<b>Salary review</b>	Salaries are reviewed annually and based on performance against agreed goals.	We have a structure for awarding bonuses. This is dependant on the role.

The benefits listed above are indicative of the total benefits package. When you become part of the ICE Group your contract of employment will specify the benefits available to you.



# Applying for a job at the ICE Group

## Your application

Applying for a post with us is a straightforward process. There are no nasty surprises or hidden agendas - we are simply looking for the best person for the role. We assess this firstly by reading your CV and covering letter and secondly by inviting you for an interview.

## CV and covering letter

Please take the time to write your covering letter and update your CV carefully and don't forget to check for mistakes. Read through the job description and address each of the key criteria.

Please email your covering letter and CV to [hr.recruitment@ice.org.uk](mailto:hr.recruitment@ice.org.uk) or post to: The Institution of Civil Engineers, Human Resources, One Great George Street, Westminster, London SW1P 3AA.

## Assessing your application

Your application will be compared against a set of criteria based on the requirements for the role.

A selection of candidates will then be invited for an interview and this is where you get the opportunity to tell us more about your experience and why you are suitable for the job. It's also your opportunity to ask us questions – what will your responsibilities be, what are the other people in the team like, how do we envisage the role developing?

When you come for an interview we may also ask you to carry out a short test based on the requirements of the job you have applied for – it could be putting information into a database, writing a news article or anything which forms a major part of the day to day role. We might also require you to complete a psychometric test to assess your personality traits and aptitude for the role.

## Special requirements

The ICE Group takes its responsibilities for a safe working environment seriously and actively promotes good health and safety practice. As part of this commitment we encourage you to let us know prior to interview if you have any special requirements which we need to accommodate.

If you are invited to participate in the selection process and require any assistance to do so, please email [hr.recruitment@ice.org.uk](mailto:hr.recruitment@ice.org.uk) or contact the HR team on +44 (0) 207 7665 2153 specifying your requirements in terms of special facilities or reasonable adjustments and we will do our utmost to meet your needs.



## Data protection

Your CV will only be seen by people at the ICE Group who are involved in the selection process and will be used to determine if you have the appropriate skills and experience for the role that you have expressed an interest in.

Information from this application may be processed for purposes registered by the employer under the Data Protection Act 1998. By submitting an application, you agree that we may process your data under the Act.

## Thank you

Thank you for taking the time to learn more about the ICE Group. We hope to have the opportunity to meet you soon and discuss the many advantages and rewards of becoming part of the ICE Group.



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