BUILDING YOUR FUTURE

FOUNDATION PROGRAMME
The next generation of Overbury and Morgan Lovell
A very warm welcome from Overbury and Morgan Lovell, the fit out and refurbishment businesses of the Morgan Sindall Group. We’re passionate about delivering exceptional projects for our clients and know that to continue to do this, we need exceptional people working for us.

Joining our Foundation Programme will give you the opportunity to move around different parts of our business and gain a deep understanding of what we do, as well as having the opportunity to continue with academic and professional qualifications.

You’ll learn alongside some of the most experienced and talented professionals in the industry. You’ll have the opportunity to work for instantly recognisable clients in the most iconic buildings in the country.

I very much hope to have the opportunity to meet you soon.

CHRIS BOOTH
Group Managing Director
Overbury and Morgan Lovell

WELCOME FROM CHRIS
We are part of the Morgan Sindall Group plc, a leading UK construction and regeneration group, operating in the public and commercial sectors through six divisions of Construction & Infrastructure, Fit Out, Property Services, Partnership Housing, Urban Regeneration and Investments. The Fit Out division is made up of two brands, Overbury and Morgan Lovell. Overbury specialises in office refurbishment and fit out, working with clients through their professional teams. Morgan Lovell is an office design and fit out specialist, working directly for clients.

The Morgan Sindall Group

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Morgan Sindall Group

CONSTRUCTION
CONSTRUCTION & INFRASTRUCTURE
PROPERTY SERVICES
FIT OUT

REGENERATION
PARTNERSHIP HOUSING
URBAN REGENERATION

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Overbury and Morgan Lovell have eight offices. At any point and time our teams are working across more than 100 sites.

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700+ STAFF

LAST YEAR WE RECYCLED OVER 18,800 T OF WASTE FROM OUR SITES

>£600m TURNOVER

350 PROJECTS DELIVERED EVERY YEAR

32% OF OUR STAFF HAVE BEEN WITH US FOR MORE THAN 10 YEARS

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6 LOCATIONS
8 OFFICES

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6 LOCATIONS
8 OFFICES
CORE DISCIPLINES IN OUR BUSINESS

We work with a range of commercial property professionals and end user clients to design, refurbish and fit out some of the country’s most iconic buildings.

- Preconstruction
  • Estimating and pricing
  • Planning
  • Design
  • Bid production
  • Interview
  • Contract T&Cs

- Construction
  • Site set up
  • Site management
  • Subcontractor management
  • Project management
  • Health, safety and environmental

- Technical services
  • Design development
  • Installation
  • Commissioning
  • Systems sign off and documentation

- Commercial
  • Contracts administration
  • Procurement
  • Cost reporting and forecasting
  • Change control
  • Presenting accounts

Pricing jobs and winning work
Estimator
Designer
Bid Team

Fit out
Project Manager
Site Manager

Mechanical and electrical services
Technical Services Manager

Day to day finance management
Contracts Manager
Quantity Surveyor

OUR CLIENTS

We work with companies throughout the UK and across a wide range of sectors.
TALENTED PEOPLE

We believe that talented people are the key to our success and we know that satisfying the ambition of our people is vital to keeping them engaged in the workplace.

We offer the atmosphere and entrepreneurialism of a small company with the stability and opportunity of an industry leading plc. We’re not interested in keeping people in boxes, we promote a flat structure that gives our colleagues the freedom to move around and grow into the role that suits them. Our people often say that working here feels like running their own business – and that’s just how we want it to be.

BENEFITS AND DISCOUNTS

We offer market-leading compensation packages and excellent employee benefits:

- Private medical insurance
- Life insurance
- Share save scheme
- Cycle to work scheme
- Income protection for long term absence
- Company pension
- Gym memberships
- Mobile phone bills
- Computer equipment
- Training courses
- Holidays
- Lighting
- Stationary
- Dry cleaning
- Airport parking
- Decorating supplies

In addition, as part of Morgan Sindall Group plc, we offer a wide range of discounts on:
Virgin Money: 6,000 sq ft and 11 weeks on site
Brand Union, WPP Group: 50,000 sq ft and 14 weeks on site
RBS: 43,000 sq ft and 35 weeks on site
LIAM CAMP
Construction Trainee at Overbury

Joined as a school leaver. Currently completing a HNC level 4 in construction and the built environment at Leeds College of Building.

What attracted you to Overbury?
When I was at college I attended an Overbury student presentation. I heard from employees on the Foundation Programme and this gave me an insight into the business. I then went on a site visit arranged by Overbury and the work I saw interested me. After that I applied for a work experience opportunity. Overbury offered me a two week placement which allowed me to spend time in different disciplines. This made me feel like my interests really mattered. Now on the Foundation Programme, the workplace rotations are helping me gain more knowledge about the business.

Describe a typical day
Every day I learn something new. I attend college one day a week and being at work allows me to experience a mix of activities on and off site. Recently I have been assisting with snagging processes, arranging out of hours working agreements and health and safety procedures.

What is the best part of your role?
Whilst on the Foundation Programme I’m learning lots about different parts of the business through training and rotations. This is allowing me to find my strengths and work on my weaknesses. I feel like I’m making progress every day.

How would you describe working here?
I enjoy working here because we make sure that we deliver the best projects for our clients. It doesn’t matter whether projects are large or small, the work is always varied and exciting.

What advice would you give new starters joining the Foundation Programme?
You should put 100% effort into your role and have confidence in your own knowledge. There are also a lot of people to learn from and I would encourage new starters to ask questions and meet as many people as possible.

“The Foundation Programme rotations are helping me gain more knowledge about the business. This is allowing me to find my strengths and work on my weaknesses. I feel like I’m making progress every day.”
TalkTalk: 25,000 sq ft and 13 weeks on site

The Farm, WPP Group: 35,000 sq ft and 24 weeks on site

Hachette UK: 100,000 sq ft and 26 weeks on site
SHARON JUANTUAH  
Junior Designer at Morgan Lovell

Joined as a graduate after completing an architecture and interior design degree at Nottingham Trent University.

What attracted you to Morgan Lovell?  
When I graduated from university I did some research online and quickly found Morgan Lovell's website. I applied for a position within the design team and was invited to an interview at the London office. When I arrived for my interview I loved the feel of the place. The people I met were professional and friendly. I also liked the idea of being with a medium sized company with the benefits of a large company.

Describe a typical day  
Each morning I make myself breakfast, choose the playlist for the team and check my emails for any updates. This allows me to plan the day ahead. My role involves space planning and concept design and I am currently working on my own design projects whilst assisting the design team. Part of my role also involves attending client meetings and managing relationships with our suppliers.

What is the best part of your role?  
I am given freedom and responsibility, but at the same time know I am supported by a team who are happy to answer any of my questions. This has helped build my confidence.

How would you describe working here?  
The atmosphere is fun, social and lively which means I can build relationships with people across different departments, whilst delivering the best work possible.

What advice would you give new starters joining the Foundation Programme?  
I would encourage new starters to take up as many new opportunities as possible. My other advice is don't be afraid to ask questions because there is always someone to support you when you need help. All you need to do is ask. Everyone was once in your shoes.”
University of Portsmouth: 27,000 sq ft and 12 weeks on site
DANIEL STANDEN
Placement student at Overbury

Joined as a second year student completing a construction management degree at Reading University.

What attracted you to Overbury?
During my second year at Reading University I researched potential career choices online. One area of work which interested me was the fast-paced nature of fit out. This led me to the Overbury website. I was interested in learning more so I attended an Overbury student presentation at Reading University. The employees were friendly, professional and passionate about their work. This was the deciding factor for me.

Describe a typical day
I am currently in an estimating role which involves collecting, uploading and issuing information to subcontractors. I ensure that project information and quotations are managed correctly in our system and report updates to my team.

What is the best part of your role?
I enjoy all of what I currently do. I like that I’m given the freedom to be creative. Finding the solution to problems gives you a real ‘feel good’ feeling! I particularly enjoy being on the estimating desk. The sense of humour is great, even when the deadline’s tomorrow.

How would you describe working here?
The office environment is happy and upbeat. I feel like I’m part of a team and I’ve already learnt a lot from the people around me.

What advice would you give new starters joining the Foundation Programme?
Get stuck in, enjoy yourself and don’t be afraid to ask lots of questions. Someone will always help you.

“I’m given the freedom to be creative. Finding the solution to problems gives me a real ‘feel good’ feeling!”
The Foundation Programme is aimed at bringing the next generation of professionals into our business. The programme is designed to give you a rounded view of our business through an internal two-year training curriculum, workplace rotations and networking opportunities. Whilst on the programme new joiners are also given the opportunity to complete day release apprenticeships and professional accreditations.

1. **TRAINING** - The Foundation Programme training curriculum develops business and technical skills to give you an understanding of how we operate as a business. You are also given the opportunity to complete higher and degree level apprenticeships and professional accreditations.

2. **ROTATIONS** - Workplace rotations are determined during your time on the programme and are led by your interests, as well as the needs of the business. Whilst undertaking workplace rotations you are mentored by an employee who is a specialist in your rotational area.

3. **NETWORKING** – The internal curriculum gives you a great opportunity to build your peer network and the workplace rotations give you the opportunity to get to know your team.

Once the two-year Foundation Programme has been completed you continue to work with us as an employee in your chosen specialist area.

You can find more information about our Foundation Programme at morgansindallgroupcareers.com. To apply, email your CV and cover letter to training@msfitout.com.

“Our Foundation Programme provides a flexible framework for junior hires to successfully launch a career within Overbury or Morgan Lovell.”

**BETH COPLAND**
Foundation Manager