



# SAVILLS

## BUILDING & PROJECT CONSULTANCY

---

Graduate Careers

[savills.co.uk](http://savills.co.uk)

**savills**



**James Sparrow**  
Chief Executive  
Officer UK & EMEA

“The fact that Savills has been voted The Times Graduate Employee of Choice for Property year after year is testament to the investment we make and the importance we attach to the Graduate programme. Through strong markets and weak markets Savills has always invested in the programme because Graduates are the life blood of our business.”

---



savills

## CONTENTS

About Savills /	<b>04</b>
Building & Project Consultancy /	<b>06</b>
Our Services /	<b>07</b>
Your Career Journey /	<b>08</b>
Application options: Apprenticeships /	<b>10</b>
Application options: Internships - Summer Scheme /	<b>12</b>
Application options: Internships - Insight Programme /	<b>14</b>
Application options: Internships - Sandwich Placement /	<b>16</b>
Application options: Graduate Programme - London & Regional /	<b>18</b>
Graduate Programme: Application Process /	<b>20</b>
Top Tips for Applying /	<b>21</b>
Onwards Career /	<b>22</b>
Qualifications & Benefits /	<b>23</b>

# ABOUT SAVILLS

---

Our mission is to represent our clients  
diligently, and through that commitment,  
achieve superior results.

Savills is one of the world's largest real estate firms. Established in 1855, we now have over 35,000 employees in over 600 offices and associates in over 60 countries throughout the Americas, Europe, Asia Pacific, Africa and the Middle East. Through our advice, our property management capabilities and our transactional services, we help our clients to fulfil their real estate needs - whatever and wherever they are.

Savills UK operates across 135 offices nationally and services the full spectrum of the real estate sector through our 300 different service lines. We provide a complete range of property solutions throughout the life-cycle of any real estate asset nationwide.

A unique combination of sector knowledge and flair gives clients access to real estate expertise of the highest calibre. We are regarded as an innovative organisation and a number of recent market awards are a testimony to our success.

Through a combination of targeting our local contacts, presenting market research, undertaking private presentations and staging exhibitions, we continue to explore opportunities to target new markets across the globe.

**UNITED KINGDOM  
& CHANNEL ISLANDS**

127 OFFICES &  
ASSOCIATES

**CONTINENTAL  
EUROPE**

118 OFFICES &  
ASSOCIATES

**US, MEXICO  
& CARIBBEAN**

65 OFFICES &  
ASSOCIATES

**MIDDLE EAST  
& AFRICA**

276 OFFICES &  
ASSOCIATES

**ASIA  
PACIFIC**

69 OFFICES &  
ASSOCIATES

# SAVILLS

## BUILDING & PROJECT CONSULTANCY

---

Our building and project consultancy service provides bespoke specialist solutions that can be applied across all technical aspects of acquisitions, development, ownership, occupation and disposal of property assets.

Our clients range across investors, developers and occupiers of real estate in all sectors, our aim is always the same: to provide best in class, reliable, proactive, value-enhancing advice. Our chartered building surveyors and project managers bring broad property experience and sector-specific knowledge to bear on every instruction, backed by the wider research, expertise and resources of the Savills network. Our work entails guidance on a range of building surveying and project services, including: technical due diligence; project management; development services; party walls and

rights of light; dilapidations; architectural design; building refurbishment, plus reinstatement cost assessments and planned preventative maintenance programmes. These services are summarised:



**Simon Collett**

Executive Director - Head  
of Professional Services

---

# OUR SERVICES



## TECHNICAL DUE DILIGENCE & BUILDING SURVEYS

Before making a decision on a property transaction, every client needs clear and objective advice. We provide the insights needed to address technical and construction issues.



## PROJECT MANAGEMENT

Our work ensures that projects are procured, resourced and delivered to the highest of standards. The nature and scale of these projects vary from new build developments through to building refurbishments and fit outs.



## DILAPIDATIONS

Commercial property landlords and occupiers have various lease obligations: our job is to provide bespoke strategic advice to guide them through these requirements.



## DEVELOPMENT MONITORING

We provide independent advice on technical and construction matters, so that our clients understand the associated risks and opportunities relating to development.



## PLANNED MAINTENANCE PROGRAMMES & REINSTATEMENT COST ASSESSMENTS

We plan maintenance in order to preserve a building or asset and provide financial benefits for our clients. We also value the reinstatement cost of properties, for insurance or accounting purposes



## NEIGHBOURLY MATTERS

We advise on party wall and other neighbourly matters such as rights of light, day light and sun light analysis, crane over sail, and boundary disputes.



## DESIGN AND CONTRACT ADMINISTRATION

Our work involves designing and specifying project works, as well as procuring and managing the building contract between the employer and contractor.



## ARCHITECTURAL DESIGN

We provide a full, end-to-end architectural design service which entails advising on architectural aspects of commercial, residential, cultural, agricultural and leisure property projects.

# YOUR CAREER JOURNEY

## APPLICATION OPTIONS

---

The table on page 9 sets out the various stages of Savills graduate process and your potential route to becoming a chartered Building Surveyor or Project Manager at Savills. Please use this to understand your next steps in the application process. Further details about Savills Building & Project Consultancy and our graduate career options can be found on our website.





STAGE NOW	NEXT STEP	ROUTE INTO BUSINESS	TIME TO QUALIFY	AFTER QUALIFYING
A Levels	University or Savills Apprenticeship (Turn to page 10)	Study part time whilst working	Time to qualify is 4 to 6 years	Charter Building Surveyor or Project Manager
First Year Undergraduate	Insight Programme (Turn to page 14)	Graduate Scheme on completion of studies	2 years to pass your APC	Charter Building Surveyor or Project Manager
Second Year Undergraduate	Summer Scheme or Sandwich (Turn to page 12 or 16)	Graduate Scheme on completion of studies	2 years to pass your APC	Charter Building Surveyor or Project Manager
Final Year (Building Surveying Undergraduate)	Apply to our Graduate Scheme (Turn to page 18)	Graduate Scheme on completion of studies	2 years to pass your APC	Charter Building Surveyor or Project Manager
Final Year (Non Building Surveying Undergraduate)	Apply to our Graduate Scheme OR Obtain a Property Masters	Apply to our Graduate Scheme (Turn to page 6)	Up to 2.5 years to pass your APC	Charter Building Surveyor or Project Manager
Undertaking Building Surveying Masters	Apply to our Graduate Scheme (Turn to page 18)	Graduate Scheme	2 years to pass your APC	Charter Building Surveyor or Project Manager

# APPRENTICESHIPS

---

## **Definition:**

Savills work with The Chartered Surveyors Training Trust to offer Property apprenticeship opportunities across our business. Our Programme lasts 5 or 7 years (dependent upon level of entry), and offers a permanent job contract. Working five full days in the office with one day spent studying towards your degree apprenticeship, you will gain a full undergraduate degree.

## **Work you may do:**

Shadow experienced professionals and assist in undertaking instructions with increasing responsibility and a progression on to the graduate scheme over the duration of the 5 years. Day to day activities may include project site inspections, property, managing consultants, client meetings, and contributing to reports, schedules and specifications.

# CASE STUDY



**Jordanne Wilson**

Building & Project Consultancy,  
Apprentice Building Surveyor,  
Birmingham

---

“Being on the Building Surveying pathway as an apprentice in particular is great as the experience gained both in the office; on regular site visits observing qualified surveyors; and assisting them with instructions both consolidates and expands on the theory I study. I feel the combination of learning both on the job and on my course simultaneously has been very beneficial.

While adjusting to distance learning was difficult at first, having the opportunity to work with such a talented and approachable team has been of incomparable benefit so far and I know will continue to be for the rest of my pathway and beyond. ”

# INTERNSHIPS

## SUMMER SCHEME

---

**Definition:**

Summer Scheme is a 4 week paid internship. This allows you to get a feel for working at Savills as a graduate building surveyor or project manager.

**Work you may do:**

Carry out site visits & inspections for project work and(or) building survey/dilapidations purposes, attend client meetings, become actively involved with a variety of building surveying and project management instructions.

# CASE STUDY



**Charlotte Stockwell**

Building & Project Consultancy,  
Graduate Building Surveyor,  
Manchester

---

“The Savills Summer Scheme is a structured programme which gives you a complete overview of Savills whilst also allowing you to develop your knowledge and skills within the Building & Project Consultancy department. Spending a month working alongside the team enables you to get stuck in with projects and work with a range of people from Graduates to Directors. Outside of work, there are plenty of activities which are great for meeting colleagues from other departments as well as the other Summer Scheme Interns. Personally, the month proved

instrumental in helping me decide that Building Surveying was the right pathway for me and ultimately led to acquiring a position on the Graduate Scheme. I am working on projects with major clients and continuously make connections with people in other teams and departments across the UK. The structured training has been second-to-none and has helped me prepare to sit the RICS APC. Coming to Savills has been a great start to my career and I look forward to the next stage.



# INTERNSHIPS

## INSIGHT PROGRAMME

---

**Definition:**

The Insight Programme is a week-long placement, where you will shadow a first year Building Surveying graduate or Project Management.

**Work you may do:**

Shadow experienced professionals on their day to day activities which may include site inspections, surveys, managing consultants, client meetings, contributing to building survey reports, schedules and specifications.

# CASE STUDY



## Charlotte Nelson

Building & Project Consultancy,  
Graduate Building Surveyor,  
London

---

“I found the Savills Insight scheme to be a great experience that exposed me to a broad range of sectors and service areas Savills occupy. During the week I was based in Building & Project Consultancy where I met and worked with people from various teams. I was able to attend site visits and project meetings which put my academic studies into context. I attended a number of departmental talks which boarded my commercial and industry knowledge. There was a walking tour of the City

of London and a number of social events which encouraged networking between interns, graduates and fee earners. I found that shadowing a current graduate allowed me to get a good insight into the graduate opportunities Savills had to offer and ask any questions I had. I would definitely recommend the Savills Insight Programme to anyone interested in a career in property. It was a fantastic experience that has led to further placements with Savills.



# INTERNSHIPS

## SANDWICH PLACEMENT

---

### **Definition:**

A Sandwich Placement is a 12 month contract, taken during the 3rd year of University. This placement will count towards your APC experience. You could be studying a Real Estate undergraduate degree and undertake a sandwich year with us.

### **Work you may do:**

Gain a breadth of experience across the various different Building & Project Consultancy disciplines, through the undertaking of building surveys, dilapidations inspections, site visits and client meetings, together with assisting on the preparation of reports, dilapidations assessments and the design and specification of project documentation.



# CASE STUDY



**Alan Quinton**

Building & Project Consultancy,  
Sandwich Placement Building Surveyor,  
London

---

“After debating whether I would take a placement year out of University, I decided to complete the Savills Sandwich placement. This confirmed to me it was absolutely the career path I would like to take. Based in the Project Management team at the Savills City office, my day-to-day work involved managing the development, refurbishment or fit-out of property on behalf of Savills high-end clients. The work can be challenging at times, but each project is Director led, so there is always somebody there ready to help. Whether

attending site inspections, progress meetings, or working in the office, each and every day is different and provides new learning opportunities. One thing I would stress is that you are not treated as an ‘intern’. Instead, you are given real work and made to feel fully part of the team. The social side of the job is also great and you get to meet a wide range of characters along the way. All in all, it has been a valuable and rewarding experience and I look forward to hopefully returning to Savills post-graduation.



# GRADUATE PROGRAMME

## **Definition:**

Our award winning graduate training programme prepares you for your APC, allowing you to become a Chartered Building Surveyor. Savills have been the number one graduate employer for 14 years running.

## **Structured Training:**

The Savills graduate training programme offers a structured programme of events and support for RICS candidates including APC competency forums, regional graduate events, webinars, divisional events and specialised APC training. This platform enables us to achieve outstanding APC results with our pass rate significantly superior to the national average.

## **Work you may do:**

Obtain experience across the breadth of Building & Project Consultancy disciplines (as described in page 7) to ensure that you are a competent and well-rounded chartered building surveyor or project manager.

Throughout the two year programme, your responsibility will gradually increase to prepare and assist you in your transition to RICS qualification. You will also be exposed to clients and industry professionals, enabling you to build a network of peers and clients.

# CASE STUDIES



## LONDON Oliver Healy

Building & Project Consultancy,  
Graduate Building Surveyor,  
London

“Working at Savills means you are constantly challenged to improve your professional, technical and networking skills as part of your day to day role. Working across the various, specialist service line teams within the divisions enabled me to meet industry leading colleagues and to be exposed to the top projects and clients. From my experience, with each project the skills and knowledge I developed complimented my previous experience, which ensures you to have the best possible chance to pass your APC.



## REGIONAL Claire Brown

Building & Project Consultancy,  
Building Surveyor,  
Southampton

“I joined the Savills graduate scheme after deciding to make a career change into Building Surveying in my thirties. I was looking for a company that offered a strong graduate training scheme that would provide me with every opportunity to become a Chartered Building Surveyor in the shortest possible timeframe. Savills has delivered on their promise to provide me with the best possible environment in which to grow and develop my skills as a surveyor, whilst at the same time allowing me to work in a supportive team and given the headroom to develop my business skills throughout my training.



# GRADUATE PROGRAMME

## APPLICATION PROCESS

---

### FIRST STAGE

#### Online Application

Submit your online application, including your CV and cover letter – this will be screened by Savills fee earners.

### SECOND STAGE

#### Assessment Day

If your online application is successful, you will be invited to attend an assessment day.

### THIRD STAGE

#### Interview

If you are successful at the assessment day, you will be invited to attend an interview in January.

### FINAL STAGE

#### Job Offer

If you are successful at your interview, we will make you an offer to join our Graduate Programme.

# TOP TIPS

Below are guidelines on how to help you through the Savills recruitment process.

## The online application

---

- Take note of deadlines
- Utilise the opportunity to meet employers – attend careers fairs and presentations
- Include all relevant achievements and work experience
- Read our programme descriptions carefully and explain how you would be a good fit
- Make sure there are no spelling mistakes in your CV and cover letter

## The assessment centre

---

- Show us a realistic representation of you and your abilities
- Contribute to the group discussions without being too dominant
- Prepare - understand the business and your areas of interest
- Try to relax and stay calm

## The interview

---

- Prepare as much as you can by visiting our website and reading property publications
- Interviewers often ask for examples about yourself, so think of times when you have shown initiative, solved a problem or taken the lead
- Be yourself, the interviewer wants to get to know you
- Ask questions - it's a two-way conversation
- Know your CV inside out

# ONWARDS CAREER

---

"I, (Elsbeth) write this on behalf of both Michaela and myself having joined Savills Building & Project Consultancy together in 2015, in London. Both of us started our careers at Savills on the 4 week Summer Scheme (Michaela in Southampton and I in Birmingham). Our journeys to that point however, were different. I completed an undergraduate Building Surveying degree at Reading whereas Michaela was a non cognate student who studied Geography at Exeter before undertaking a Building Surveying Masters at Southbank.

We both completed the two year APC training programme obtaining experience through the London rotation system sitting 6-12 months within the dilapidations, technical due diligence, design and contract administration and project management teams. Our time on the graduate scheme was incredibly supportive and with the help of each other, the network of other graduates, Savills structured training programme

and wealth of knowledgeable colleagues, we were 2 of 5 candidates within the division to take the APC in November 2017 achieving a 100% pass rate.

Since qualification both Michaela and I have chosen to sit within the project management discipline, although the scope and nature of our work varies considerably. I specialise in office fit-out and commercial building refurbishment projects whereas Michaela specialises in new build development and logistics projects.

During our time at Savills we have built up great relationships and loved getting involved with all Savills has to offer including weekend activity getaways to the Lake District and Forest of Dean, tough mudder challenge, three peaks challenge and annual Christmas parties. We have also been given opportunities to contribute and build on our business skills at Savills. I am a member of the Technology Innovation and Research

Working Group and former member of the Graduate Client Development Group, both of which help me to develop and contribute towards Savills wider business strategy."



**Elsbeth Webb**

Building Surveyor  
Building & Project Consultancy

---



**Michaela Chidgey**

Building Surveyor  
Building & Project Consultancy

---

# BENEFITS & QUALIFICATIONS

## QUALIFICATIONS

---

### RICS

The Royal Institution of Chartered Surveyors (RICS) is a professional body that accredits professionals within the land, property and construction sectors worldwide.

### BSc Hons

#### Level 6 Apprenticeship

A degree that prepares students for a career as a Chartered Surveyor and is accredited by RICS and other related international professional bodies.

## BENEFITS

---

- Permanent Contract
- Pension Scheme
- Company mobile phone
- International rotations
- Training and APC costs covered
- 25 days annual leave
- Fundraising for our graduate charity e.g. London Marathon, 3 Peaks Challenge, organising and hosting Young Surveyors Parties
- Save money using our MyRewards site e.g. Gym discount, shopping offers and cash-back
- Join a graduate committee, including: charity, client development and instagrad
- Pitch your idea to our Board via the Savills Dragons Den (Innovation and growth initiative)
- Sports activities (Hockey, Netball, Skiing, Rugby, Football, Cricket, Badminton & Squash)



**Naomi Wilson**

Graduate Recruitment Manager  
gradrecruitment@savills.com  
020 7877 4607

---

