Tobermore



Together, we are a team

IT Placement

December 2023 | Version 2.0

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Tobermore





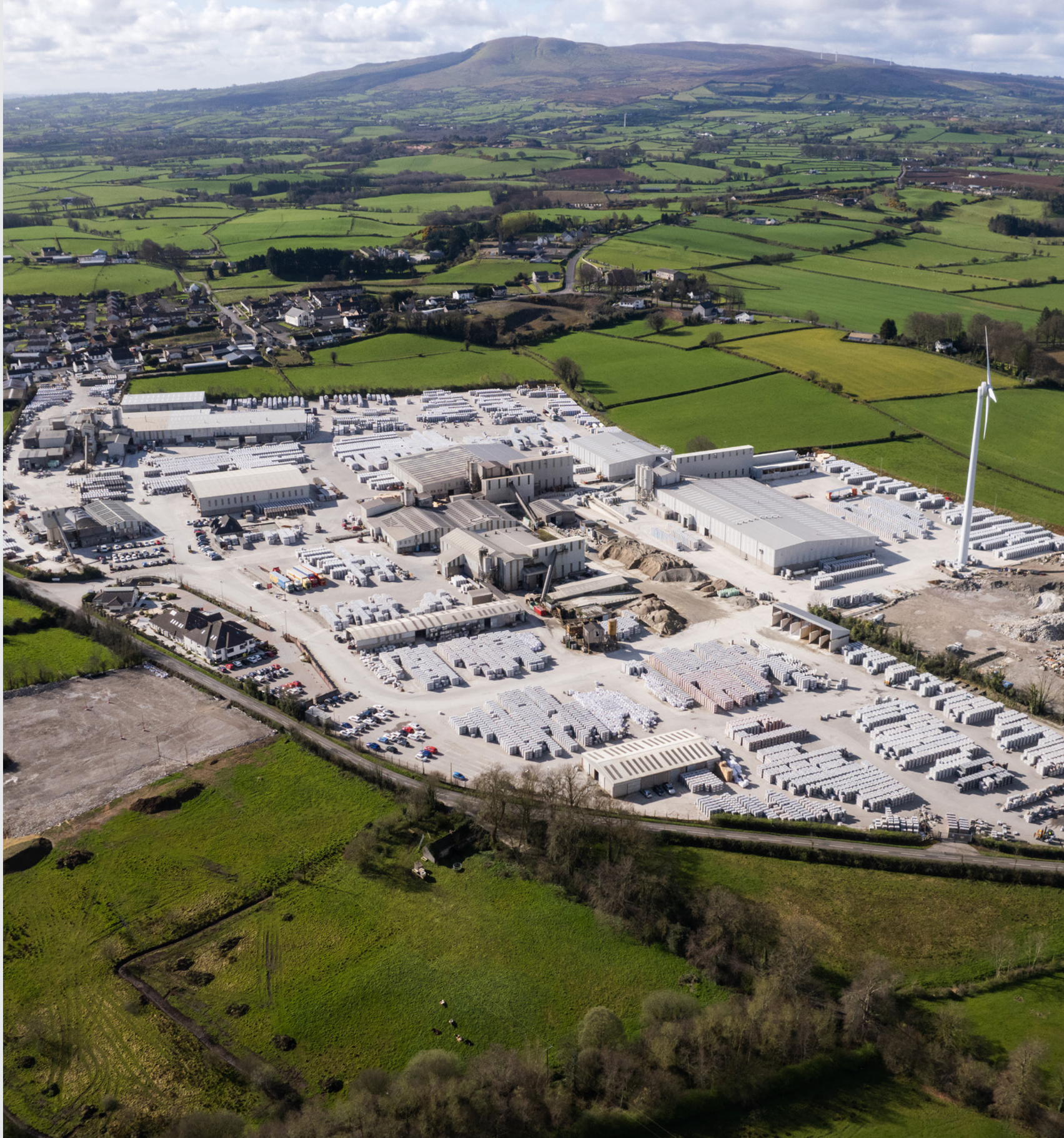
Trust Tobermore

Welcome

Tobermore is a leading paving and walling manufacturer in UK & Ireland, who have grown from a small family run aggregate firm, to a £85 million business with a team of almost 400 people, supplying products across the UK and Ireland.

We have helped transform some of the most iconic landmarks such as the Olympic Way and the Wembley Stadium in the UK and the stunning Rossharbour Resort in Fermanagh, NI.

Tobermore is a great Company because of its great people. This is a first class opportunity to join an Award Winning Market Leader with an outstanding people focused culture. Positioned number 32 in the NI Belfast Telegraph Top 100 Companies 2023, your future is in good hands. Working alongside forward thinking business professionals throughout the business and receiving continuous learning and support, start your Tobermore career today.



80 Years
& counting

Background

Tobermore is a European Quality Award winning company. We are a UK based paving and walling manufacturer specialising in the supply of world class landscaping materials including block paving, paving flags, kerbs, edging and walling products for both the domestic and commercial markets throughout the UK and Ireland.



Our customer service

Our approach to customers provides reassurance and confidence that we listen to their needs, which makes us the supplier of choice. Tobermore seek to build lasting relationships with our customers by surpassing their expectations in quality and service. We believe in conducting our business in a manner, which achieves sustainable growth whilst maintaining a high degree of integrity, trust, honesty and teamwork.

Our products

We provide our customers with a market leading choice of products to suit all project requirements. Our product quality throughout the years continually meets and surpasses customer expectations. Tobermore has received many other accolades to further support the company ethos of excellent customer service whilst providing high quality products. Tobermore is also an accredited ISO14001 and ISO9001 company.

Our business processes

We make it easy for customers to do business with us. We have put the correct processes in place so customers find it easy to deal with us and get the products and information they require faster than our competitors.

Our people

Our people are the backbone to our company. They understand the importance of customer relationships. People buy from people. Our success is a testament to how customers appreciate our staff that have been trained and developed to deal professionally with all customer requirements.

IT Placement Job Description

Job Title
IT Placement

Reports To:
IT Manager

Division
IT

Location
Tobermore HQ

Job Summary
As an IT Placement student in Tobermore, you will be involved in supporting daily operations of the business, providing IT hardware and software support and resolving IT issues

Key Responsibilities:
The following list constitutes the key tasks and duties of your post upon which your job performance will be assessed. Tasks are not in any particular order, therefore the sequence which they appear should not be interpreted as indicating priority or relative importance.

Duties will include:

- Provide effective daily IT support for end users (hardware & software).
- Assist in preparation, installation, and deployment of all new IT equipment.
- Assist setup, installation, and configuration of all users across all corporate software platforms.
- Assist with maintaining fleet of multi-function devices and Desktop printers whilst updating the consumables inventory.
- Assist with daily air conditioning & CCTV checks.
- Preparation of yard tour equipment (as necessary).
- Maintain and keep an updated inventory of all IT supplies – report back to IT Manager to order as required.
- Replace any IT devices as required by senior IT.
- To liaise and assist the IT manager & IT administrator.
- Maintain and ensure all IT administration is up to date including address books, mobile numbers, org charts, etc and in line with GDPR.
- Maintain a tidy and organised IT office & server room.
- Act in a confidential and trustworthy manner at all times.
- Communicate any problems, uncertainties, or training issues to your manager immediately.
- Deal with users in a courteous, professional, and efficient manner at all times
- Carry out tasks as required and deemed within your competence by your manager.

This job description is not exhaustive and serves only to highlight the main requirement of the post holder. The job description will be reviewed regularly and may be subject to change.

Tobermore

Person Specification

Requirements

	Essential	Desirable
Qualifications	▪ 5 GCSE Grades A-C, including English & Math's, or equivalent. ▪ Currently studying a computing or IT-related discipline that allows for a placement year commencing the following academic year.	
Experience	▪ Working knowledge of MS Excel, MS Word, MS Outlook etc. ▪ Working knowledge of PC hardware and Microsoft desktop operating systems (Windows 10).	▪ Awareness or working knowledge of: ▪ Client server environment and networking configuration. ▪ Microsoft Windows Server operating systems (MS Windows Server 2012, 2016) ▪ VPN, VLAN and WLAN ▪ Office 365 ▪ SharePoint
Knowledge, Skills and Competencies	▪ Good spoken and written communication skills ▪ Trustworthy ▪ High attention to detail ▪ Strong multi-tasking and organisational skills ▪ Self-motivated ▪ Ability to work well under pressure ▪ Strong problem-solving skills ▪ Team player ▪ Demonstrate the Company values. ▪ A flexible approach to work	
Physical Circumstances	▪ Eligibility to work in the UK	▪ Full valid UK driving licence

Training

The Tobermore Induction and onboarding programme consists of comprehensive training, covering all aspects of the business, including:

- Departmental overviews
- Maintenance checks training
- Printer training
- CCTV training
- Microsoft 365 training
- Cloud phone system training
- Mobile phone management training
- Microsoft office training
- Email system training
- General IT support habits
- Software setup training






Employee Benefits

Competitive Salaries
The salary for this role is negotiable depending on experience.

Bonus
A bonus scheme is included in the remuneration package for this post.

Cyclescheme
Cyclescheme is an employee benefit that saves you 25-39% on a bike and accessories.

BHN Techscheme
Save up to 12% on over 5,000 tech items & appliances and spread the cost interest free!

Private Health Care
Our employees can now benefit from a private healthcare scheme provided by Vitality

Pension
You will be eligible to join the organisation's contributory pension scheme

Annual leave
Your annual leave entitlement will be 30 days. Annual leave entitlement increases with service.

Holiday Purchase Scheme
We have a holiday purchase scheme available for all employees.

Career Progression Path

Company Branded Clothing

Being part of an Award Winning Company
– 'One to Watch' for Successful Workplace Engagement, won the European Foundation for Quality Management (EFQM) Business Excellence Award.

Listed as Top 100 Company NI
Belfast Telegraph.

Opportunity for Flexible Work Life Balance

Corporate Social Responsibilities Employer

Connected Employee Well-being App
BHSF Connect Well-being Employee App
24/7 Employee Support

Payroll Giving Employer.

Long term career prospects
Growing and financially stable family business.

First class working environment
Newly refurbished & enhanced headquarters building.

Complimentary Employee Events.

Length of Service Awards

Very strong emphasis on training
(internal & external), mentoring & development.

Online Learning System

Excellent workplace culture & team approach

Company contribution to Employee Eye care costs

Fresh Tea, Coffee
Fruit & Selection of bread when at HQ

Testimonial



Working within the IT department at Tobermore over the past 2 and a half years has given me the opportunity to work with many new technologies and systems. Tobermore has a strong emphasis on personal development, providing me with the opportunity to enhance my knowledge through training and supporting me in obtaining Microsoft certifications.

Ben Simpson
Systems Engineer



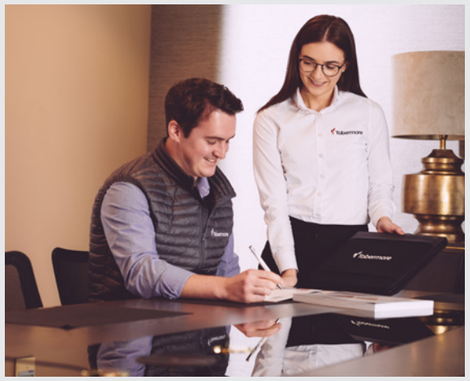


Heart

Happy, Excellence, Attitude, Reliable, Team

HAPPY

- Positive Mindset
- Friendly & Approachable
- Enthusiastic
- Caring & Listening
- Welcoming
- Fun
- Work-life Balance



EXCELLENCE

- Determined
- Personal Development
- Continuous Improvement
- Detail-orientated
- Organised & Disciplined
- Progressive
- Process-orientated



ATTITUDE

- Adaptable
- Honest
- Helpful
- Hard Working
- Humble
- Motivated
- Respect
- Solution-focused
- Can-do/Positive Mindset
- Resilient

RELIABLE

- Trustworthy
- Committed
- Professional
- Integrity
- 100% Responsibility
- Punctual



TEAM

- Togetherness
- Coaching
- Inclusive
- Collaborative
- Engaging
- SLAs
- Open & Honest Communication



Well-known Schemes

See more online at: www.tobermore.co.uk/projects



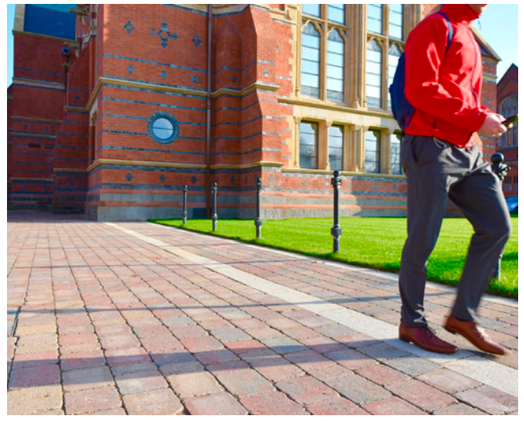
Seamus Heaney HomePlace, Bellaghy



Rossharbour Resort, Fermanagh



Rossmar Special School, Limavady



Queen's University, Belfast

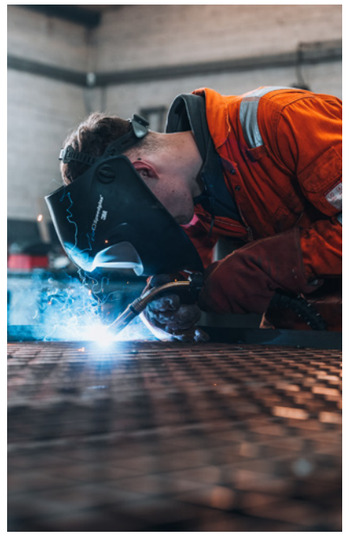


British Airways i360, Brighton



The Technology Entrepreneurship Centre, Nottingham

The Team













Join An Employer Who Cares

Tobermore Is Committed To Looking After The Environment Around Us

We care about our impact on the global environment, so we invest in a robust programme of continuous environmental improvement with a dedicated sustainability committee.

Energy
We are reducing our carbon footprint by hundreds of tonnes each year by investing in the production of our own clean energy output from solar panels and a 250kw wind turbine.

Waste
We have reduced our waste to landfill to zero through a process of continual improvement in production efficiency and the 100% recycling of manufacturing residue.

Transport
We maximise transport efficiency, through our “on time and in full” policy. All loads are despatched from a single site and vehicle use is optimised through back loading.

Water
We recycle 100% of the water used in our manufacturing process and manage our use of this precious resource by investing in systems to harvest rainwater.

Recycled Packaging
Our 100% recyclable polyethylene packaging contains 30% recycled material. By using recycled material, we have decreased waste and reduced our packaging-related carbon footprint by 20%.

Environmental Product Declarations (EPDs)
As part of Tobermore’s ongoing commitment to sustainability, we have published a library of Environmental Product Declarations (EPDs).

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Tobermore Social

You can follow all things Tobermore on our social channels. Expect to see some latest well-known projects, amazing awards we continue to achieve and of course what our staff have been getting up to!

linkedin.com/company/1799423

pinterest.co.uk/tobermore

facebook.com/tobermore.concrete/

instagram.com/tobermoreprofessional

twitter.com/tobermore

youtube.com/c/TobermoreConcreteProducts

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