

## 2019 LENDLEASE FOUNDATION SUMMER INTERNSHIP PROGRAMME

### List of available Internship Vacancies

The 2019 LLF Summer Internship Programme runs from 01 July to 23 August 2019

The application process is open from Mon 04 March to Fri 29 March 2019 and can be accessed [HERE](#)

<b>JD Ref: CR-ACMI 01</b>	<b>Assistant Commercial Manager Intern - Cramlington</b>	(project based)	<b>Cramlington</b>
<b>Job Title:</b>	Assistant Commercial Manager Intern		
<b>Line Manager:</b>	Senior Commercial Manager		
<b>Project / Department:</b>	Northumbria Emergency Specialist Emergency Care Hospital Site Based – Legacy Works		
<b>Business Unit:</b>	Lendlease Construction (UK Regions)		
<b>Location:</b>	Northumbria Emergency Specialist Emergency Care Hospital Northumbria Way, Cramlington, NE23 6NZ		
<b>Job Purpose &amp; Scope:</b>	<p>The role is to provide full support in the following tasks:</p> <p><b>Commercial Activities:</b> Provide support and assistance to the commercial team;</p> <p><b>Subcontract Procurement:</b> Assist in the procurement and management of trade packages for the project by supporting the commercial manager and team in the negotiating terms favourable to Lendlease with regard to price and contract conditions. References must also be taken on the subcontractor's financial viability in order to minimise risk exposure to Lendlease. Assisting in preparation of claim documentation against subcontractors where applicable.</p> <p><b>Contract, Valuation and Variation Administration:</b> Assist in commercial management of Sub-Contractors including valuation &amp; variations;</p> <p><b>Contract Documentation:</b> Assist in the coordination of and contribution to, the preparation of robust subcontract documentation in accordance with the Lendlease project procedures and standard forms in order to minimise risks and maintain construction programme;</p> <p><b>Financial Control:</b> Assist in ensuring correct application of procedures and implementation of risk management systems, including ensuring adherence to payment terms and accounting procedures from subcontractors; Analysis of existing subcontracts and final accounts to assess culpability of subcontractors for defects arising from works;</p> <p>The intern will not have sole responsibility for any activity but will work under the direction of Lendlease Senior Commercial Manager.</p> <p>The intern will get involved and gain an insight into Commercial Reporting and a general introduction to Commercial Management practices; and will be proactively working with the team to ensure all quality assurance documentation is complete.</p>		
<b>Learning Opportunities:</b>	<p>The role offers the following learning opportunities:</p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of commercial management, including the procurement of work packages.</li> <li>• Confidence in ensuring Sub-contractors works are correctly installed and valued.</li> <li>• Financial acumen</li> <li>• Understanding of subcontractor's packages and contracts</li> </ul>		

<b>JD Ref: LEG 02</b>	<b>Legal Intern</b>	(office based)	<b>London</b>
<b>Job Title:</b>	Legal Intern		
<b>Line Manager:</b>	Legal Counsel		
<b>Project / Department:</b>	Legal		
<b>Business Unit:</b>	Legal		
<b>Location:</b>	Lendlease office, 338 Euston Road, Regent's Place, London NW1 3BH		
<b>Job Purpose &amp; Scope:</b>	<p>The legal department has an important role to play in assisting the investment management, development and construction parts of the Lendlease business.</p> <p>The legal department is pleased to be able to offer a career focused student with an interest in law an opportunity to complete an eight week internship. The successful candidate will assist the investment management, development and construction lawyers across a broad range of investment and development opportunities and construction projects.</p> <p><b>Accountabilities:</b></p> <p>As a legal intern, you will shadow / provide support to one or more members of the legal team across a range of projects. You will be expected to take responsibility for specific tasks under the direction and guidance of the relevant member of the team and occasionally, you may be given responsibility for small elements of projects depending on your experience, skills and ability.</p> <p>Under the guidance of the relevant Legal Counsel, the role is to provide full support in the following tasks:</p> <ul style="list-style-type: none"> <li>• Assist in the review and preparation of various investment management, development and construction documents;</li> <li>• Attend meetings with the assigned Legal Counsel and prepare draft minutes for review;</li> <li>• Undertake legal research and provide outline advice on legal queries raised across the investment management, development and construction business units;</li> <li>• Attend and observe face-to-face negotiations with both internal and external stakeholders of key projects facilitated by the assigned Legal Counsel;</li> <li>• Attend project sites with the assigned Legal Counsel;</li> <li>• Assist with various company secretarial, compliance and governance tasks and projects;</li> <li>• Assist in the review of general corporate agreements, contracts etc.</li> </ul> <p><b>Other interfaces:</b></p> <ul style="list-style-type: none"> <li>• Internal – all levels of Lendlease employee in Europe and across the global Lendlease organisation</li> <li>• Internal – interface with legal team members and project team members</li> <li>• External – liaison with consultants and various stakeholders</li> </ul>		
<b>Learning Opportunities:</b>	<p>The selected intern will be exposed to the following learning opportunities:</p> <ul style="list-style-type: none"> <li>• People management</li> <li>• Time management</li> <li>• Contract review</li> <li>• Stakeholder management</li> <li>• Legal research</li> <li>• Negotiation and influencing</li> </ul>		
<b>JD Ref: EUS-ADM 03</b>	<b>Assistant Development Manager Intern</b>	(office based)	<b>London</b>
<b>Job Title:</b>	Assistant Development Manager Intern		
<b>Line Manager:</b>	Senior Development Manager		
<b>Project / Department:</b>	Euston Project		
<b>Business Unit:</b>	Lendlease Development		
<b>Location:</b>	Euston Project Office, 338 Euston Road, London, NW1		

<b>Job Purpose &amp; Scope:</b>	<p>Lendlease is the Master Development Partner appointed by Network Rail and the Secretary of State to prepare and secure approval for a masterplan to guide redevelopment of the whole 22 hectare Euston estate over a 20 year period.</p> <p>This role sits within the Euston project team currently preparing the Masterplan.</p> <p>The intern's key responsibility is supporting the Euston Team with the development of the Euston Over Station Development Masterplan during the summer of 2019, ahead of submission of the planning application to LB Camden in 2020.</p> <p>The role is to provide support in the following tasks:</p> <ul style="list-style-type: none"> <li>• Attend key design team meetings with the Project's Masterplanners in order to understand how a masterplan develops and progresses.</li> <li>• Assist the development team with the review of material produced by Key Consultants to ensure that design updates meet the project's objectives.</li> <li>• Manage project workstreams under the guidance of a development manager to progress the masterplan. This may include planning, commercial, financial, legal or masterplanning related activities.</li> <li>• Engage with stakeholders and gain experience and exposure to negotiations.</li> <li>• Assist the development team with a range of activities, including the management of specialist external development consultants.</li> <li>• Take part and assist with the preparation of material for external events and public consultation activities.</li> </ul> <p>The intern will not have sole responsibility for any activity but will work under the direction of members of the Euston Lendlease team.</p>	
<b>Learning Opportunities:</b>	<p>This role offers the following learning opportunities:</p> <ul style="list-style-type: none"> <li>• Gain an insight into a large regeneration scheme and the Master-planning process;</li> <li>• Gain an understanding of the many and varied components that require coordination in order to produce a successful and ambitious masterplan;</li> <li>• Gain an understanding of the Project's Vision for the Euston area and how this feeds into and defines the design of a Masterplan;</li> <li>• Gain an understanding of the Project's complex set of Stakeholders (eg, Department for Transport and the local community);</li> <li>• Understand the importance of Lendlease's financial, social, environmental ambitions and why these are so important to delivering a sustainable development;</li> <li>• Learn how to work within a multi-disciplinary complex team environment;</li> </ul>	
<b>JD Ref: EUS-CE 04</b>	<b>Community Engagement Intern</b>	(office based) <b>London</b>
<b>Job Title:</b>	Community Engagement Intern	
<b>Line Manager:</b>	Community Engagement Manager	
<b>Project / Department:</b>	Euston Project	
<b>Business Unit:</b>	Sustainability	
<b>Location:</b>	Euston Project Office, 338 Euston Road, London, NW1	
<b>Job Purpose &amp; Scope:</b>	<p>Lendlease is the Master Development Partner appointed by Network Rail and the Secretary of State to prepare and secure approval for a masterplan to guide redevelopment of the whole 22 hectare Euston estate over a 20 year period. This role sits within the Euston project team currently preparing the Masterplan.</p> <p>The intern's key responsibility is supporting the Euston team with consultation and community engagement activities during the statutory Masterplan consultation process in Summer 2019, ahead of the submission of the planning application to LB Camden in 2020</p> <p>The role is to provide support in the following tasks:</p> <ul style="list-style-type: none"> <li>• Assist the Communications/Community Engagement teams with the co-ordination and delivery of consultation events and public exhibitions</li> <li>• Help with the preparation of materials, Q&amp;As and venue logistics for consultation events</li> </ul>	

	<ul style="list-style-type: none"> <li>• Support community engagement activities taking place at the time, eg Euston Youth Panel peer-led engagement programme</li> <li>• Support the team at local events, eg Camden Mela</li> <li>• Research on local issues and analysis of community feedback (including potential social and digital channels)</li> </ul> <p>The intern will not have sole responsibility for any activity but will work under the direction of members of the Euston Lendlease team.</p>
<b>Learning Opportunities:</b>	<p>This role offers the following learning opportunities:</p> <ul style="list-style-type: none"> <li>• Gain an understanding and insight into a large regeneration scheme and the Masterplanning process</li> <li>• Learn the importance of community involvement during the consultation period</li> <li>• Learn how to work within a multi-disciplinary complex team environment</li> </ul>
<b>JD Ref: IQL-ICMT 05</b>	<p><b>Intern Construction Manager Trainee (IQL)</b> (project based) <b>Stratford</b></p>
<b>Job Title:</b>	Intern Construction Manager Trainee IQL
<b>Line Manager:</b>	Construction Manager
<b>Project / Department:</b>	<p>International Quarter London – Pavilion</p> <p>The International Quarter (<a href="http://www.theinternationalquarter.london">www.theinternationalquarter.london</a>) is a major £2.3b mixed use business hub that Lendlease are developing and constructing over the next 8-10 years in Stratford as part of the post Olympics regeneration of the area. There will be approximately 4million sq ft of office space. The masterplan has been approved to develop and build 13 blocks in total, 2 of them being Residential, with the rest being office space, or mixed use buildings.</p> <p>The Pavilion is a retail building which will form part of the development to activate the public realm within Endeavour Square</p>
<b>Business Unit:</b>	Lendlease Construction
<b>Location:</b>	Lendlease project Office, IQL, 31 Westfield Ave, Stratford E20 1HZ
<b>Job Purpose &amp; Scope:</b>	<p>The role is to provide support to the site team by:</p> <ul style="list-style-type: none"> <li>• Assisting in quality checks of the structure</li> <li>• Assisting the commercial team with regards to collation of documentation and information management</li> <li>• Assist the Planner and Construction team in producing short range programmes</li> <li>• Providing assistance with regards to logistics management on site – this will include placement of signage, updating fire plans and carrying out checks to fire points on site</li> <li>• Assist administration of site induction record keeping by logging the required documentation on a daily basis</li> <li>• Support the Sustainability department in reviewing the performance of the project against sustainability targets</li> </ul>
<b>Learning Opportunities:</b>	<p>Intern will gain exposure and understanding of the following areas and skillset:</p> <ul style="list-style-type: none"> <li>• Health and safety awareness</li> <li>• Sustainability</li> <li>• Equality, diversity and inclusion</li> <li>• Analysis and Problem Solving</li> <li>• Rigorous &amp; Methodical</li> <li>• Communication &amp; Influence</li> <li>• Oral and written communication</li> </ul>

<b>JD Ref: SP-LEG 06</b>	<b>Special Projects Assistant</b>	(office based)	<b>London</b>
<b>Job Title:</b>	Special Projects Assistant		
<b>Line Manager:</b>	Head of Legacy		
<b>Project / Department:</b>	Special Projects Construction London		
<b>Business Unit:</b>	Construction		
<b>Location:</b>	Lendlease Head-office, 20 Triton Street Regent's Place, London. <i>Some visits to various sites across London might be required.</i>		
<b>Job Purpose &amp; Scope:</b>	<p>Working within our Special Projects team, the role will involve assisting in the resolution of problems associated with relevant latent defects on various, health care, education, domestic, and commercial projects.</p> <p>Based in the London head office, the individual employed for this position will need to be prepared to travel to various sites and Lendlease offices throughout London, under the guidance and supervision of a Special Projects, Project Manager.</p> <p>Working within a small team including, technical, commercial and legal professionals, the role will include time spent within each of these departments completing varying tasks to help with the management of the issue at hand.</p>		
<b>Learning Opportunities:</b>	<p>The role offers the following learning opportunities:</p> <ul style="list-style-type: none"> <li>• Working within our legal team to understand the different types of Construction Contracts and warranty periods.</li> <li>• Working with our commercial team to gain experience on financial concepts, including, purchase orders, invoicing and payments.</li> <li>• Gain an understanding of different types of defects that can occur during the twelve-year warranty period and the associated management process to alleviate the said defects.</li> <li>• You will also develop your knowledge of the construction industry as a whole and gain communication, team building and self-awareness skills.</li> </ul>		
<b>JD Ref: PR-DPM 07</b>	<b>Public Realm Assistant Development Project Manager (Research)</b>	(project based)	<b>Southwark</b>
<b>Job Title:</b>	Public Realm Assistant Development Project Manager (Research)		
<b>Line Manager:</b>	Public Realm Dev. Project Manager		
<b>Project / Department:</b>	Public Realm		
<b>Business Unit:</b>	Development		
<b>Location:</b>	Elephant Park Project Site, Faraday, 35 Heygate Street, London SE17 1AZ		
<b>Job Purpose &amp; Scope:</b>	<p>The role offers the following learning opportunities:</p> <ul style="list-style-type: none"> <li>• Carry out a research project into the nature of 'the best streets' Using a mix of on-line information and site visits within London collate and record information to try to understand characteristics of the 'best streets' including dimensions, mix of uses, numbers of doors, benches, materials, 'green-ness', activity at different times of the day, lighting. Present the information in an agreed format so that it can be easily accessed.</li> <li>• Support the project team to deliver Sayer Street including permanent finishes and activation and events, likely to include participation in meetings, preparing materials, coordination of activation partners and events.</li> </ul> <p>The ideal candidate should be interested in the urban environment and keen / able to manage their own research project alongside working with the project team who are delivering a street for the end of August.</p>		

<b>Learning Opportunities:</b>	The successful candidates will: <ul style="list-style-type: none"> <li>• Structuring and carrying out of a stand-alone project</li> <li>• Presentation of findings in an accessible way</li> <li>• Critical thinking around what creates a successful street</li> <li>• Project management support of a fast moving project</li> <li>• General communication skills</li> </ul>		
<b>JD Ref: NBAA 08</b>	<b>New Business Assistant Analyst</b>	(office based)	<b>London</b>
<b>Job Title:</b>	New Business Assistant Analyst		
<b>Line Manager:</b>	Commercial Director Development & Development Manager		
<b>Project / Department:</b>	New Business		
<b>Business Unit:</b>	Development		
<b>Location:</b>	Lendlease Head-office, 20 Triton Street, Regent's Place, London, NW1 3BF		
<b>Job Purpose &amp; Scope:</b>	The role will support the New Business team in the following tasks: <ul style="list-style-type: none"> <li>• Assisting in the review of new business opportunities</li> <li>• Producing summary documents of the opportunity for internal review</li> <li>• Producing high-quality presentations and briefing notes for internal/external use</li> <li>• Analysing market trends and research and applying this to opportunity reviews</li> </ul>		
<b>Learning Opportunities:</b>	The role will provide the following learning opportunities: <ul style="list-style-type: none"> <li>• Understanding of development and urban regeneration</li> <li>• Communication and presentation skills</li> <li>• Formal analysis and research</li> <li>• Team work</li> <li>• Commercial acumen</li> <li>• Project coordination and ownership</li> </ul>		
<b>JD Ref: BG-ICPMT 09</b>	<b>Intern Commercial &amp; Package Manager Trainee</b>	(project based)	<b>London</b>
<b>Job Title:</b>	Intern Commercial & Package Manager Trainee		
<b>Line Manager:</b>	Commercial Manager		
<b>Project / Department:</b>	8 Bishopsgate - Construction		
<b>Business Unit:</b>	Lendlease Construction Europe		
<b>Location:</b>	Project Office, 2nd Floor, 11 Leadenhall Street, London EC3V 1LP		
<b>Job Purpose &amp; Scope:</b>	The role is to provide full support in the following tasks: <p><b>Commercial Activities:</b> Provide support and assistance to the commercial team;</p> <p><b>Subcontract Procurement:</b> Assist in the procurement and management of trade packages for the project by supporting the commercial manager and team in the negotiating terms favourable to Lendlease with regard to price and contract conditions. References must also be taken on the subcontractor's financial viability in order to minimise risk exposure to Lendlease.</p> <p><b>Contract, Valuation and Variation Administration:</b> Assist in commercial management of Sub- Contractors including valuation &amp; variations</p> <p><b>Contract Documentation:</b> Assist in the coordination of and contribution to, the preparation of robust subcontract documentation in accordance with the Lendlease project procedures and standard forms in order to minimise risks and maintain construction programme.</p>		

	<p><b>Financial Control:</b> Assist in ensuring correct application of procedures and implementation of risk management systems, including ensuring adherence to payment terms and accounting procedures from subcontractors.</p> <p>The intern will not have sole responsibility for any activity but will work under the direction of Lendlease staff.</p> <p>The intern will get involved and gain an insight into Commercial Reporting and a general introduction to Commercial Management practices; and will be proactively working with the team to ensure all quality assurance documentation is complete.</p>
<p><b>Learning Opportunities:</b></p>	<p>The role offers the following learning opportunities:</p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of commercial management, including the procurement of work packages.</li> <li>• Confidence in ensuring Sub-contractors works are correctly installed and valued.</li> <li>• Financial acumen</li> <li>• Understanding of subcontractor's packages and contracts</li> </ul>
<p><b>JD Ref: PMI-CON 10</b></p>	<p><b>Project Management Intern (PMI)</b> (office based) <b>London</b></p>
<p><b>Job Title:</b></p>	<p>Project Management Intern (PMI)</p>
<p><b>Line Manager:</b></p>	<p>Senior Project Manager</p>
<p><b>Project / Department:</b></p>	<p>Heritage, Arts &amp; Education</p>
<p><b>Business Unit:</b></p>	<p>Lendlease Consulting</p>
<p><b>Location:</b></p>	<p>Lendlease Head-office, 20 Triton Street, Regent's Place, London, NW1 3BF</p>
<p><b>Job Purpose &amp; Scope:</b></p>	<p>Lendlease Consulting is able to offer the opportunity for a career focused university student to complete an 8 week internship working on Heritage, Arts and Education projects in Summer 2019. This fantastic experience will assist in developing the skills and experience required for future professional roles in a fast paced and exciting company such as Lendlease.</p> <p><b>Accountabilities:</b> As a PMI, you will shadow / provide support to one or more Senior Project Managers (SPM) in the delivery of one or more of our current Heritage, Arts and Education sector projects.</p> <p>You will be expected to take responsibility for specific tasks under the direction and guidance of the SPM and occasionally, you may be given responsibility for the completion of specific tasks depending on your skills and ability.</p> <p>As this role will be client facing it is important that the successful applicant be able to represent Lendlease in professional environments and is comfortable with working under their own initiative when required. The wider Lendlease Consulting team will support and encourage the PMI throughout their time on the internship. They will look to involve the PMI however possible, so they develop a rounded understanding of what it means to be a Lendlease Project Manager.</p> <p>Under the guidance of a Senior Project Manager (SPM) the successful intern will be given the opportunity to:</p> <ul style="list-style-type: none"> <li>• Attend meetings chaired by the SPM and assist in the production and distribution of minutes</li> <li>• Assist in the development and maintenance of key projects management documentation such as; project execution plans (PEP), risk registers, strategic programmes and stakeholder engagement plans.</li> <li>• Monitor project costs in line with the approved budget and observe the resolution of finance related issues</li> <li>• Assist the SPM in the management of consultants and contractors</li> <li>• Assist the SPM in administering works contracts</li> <li>• Assist in the management of project change control processes</li> <li>• Assist the SPM in the compilation of internal and external reports</li> <li>• Observe and assist in stakeholder management tasks</li> <li>• Produce marketing materials</li> <li>• Assist in the production of Business Development literature</li> </ul>

	<ul style="list-style-type: none"> <li>Assist in the production of bids to win work</li> <li>Produce tools to assist Senior Management in managing work flow and tracking sector performance</li> </ul> <p><b>Other Interfaces:</b></p> <ul style="list-style-type: none"> <li>Internal – all levels of Lend Lease employee within EMEA and the global Lend Lease organisation</li> <li>Internal – interface with project, site based and Senior LLC Team</li> <li>External – liaison with consultants and various stakeholders</li> </ul>
<b>Learning Opportunities:</b>	<p>The role offers the following learning opportunities:</p> <ul style="list-style-type: none"> <li>Communication Skills</li> <li>Time management</li> <li>Contract management</li> <li>Stakeholder management</li> <li>Programme development and monitoring</li> <li>Report writing</li> <li>Risk management</li> <li>Business Development</li> </ul>
<b>JD Ref: CON-PCST 11</b>	<p><b>Project Control Support Trainee</b> (office based) <b>London</b></p>
<b>Job Title:</b>	Project Control Support Trainee
<b>Line Manager:</b>	Senior Project Manager
<b>Project / Department:</b>	London Rail
<b>Business Unit:</b>	Consulting
<b>Location:</b>	Lendlease Head-office, 20 Triton Street, Regent's Place, London, NW1 3BF And London Trams office
<b>Job Purpose &amp; Scope:</b>	<p>This role is to provide full support in the following tasks:</p> <ul style="list-style-type: none"> <li>Prepare commercial report, cost and resource forecast on London Rail projects.</li> <li>Tracking and keep record of PO, invoices for all London Rail projects.</li> <li>Manage and oversee contractual documents for LR project, ensure documents are created and signed, stored and all data are accurately recorded.</li> <li>Work with APMS/PMs to keep project documentation up to date (i.e. PEP, Data Sheet etc).</li> <li>Prepare commission proposal.</li> </ul>
<b>Learning Opportunities:</b>	<p>The role offers the following learning opportunities:</p> <ul style="list-style-type: none"> <li>Project Control / Governance and Project Management knowledge</li> <li>Document management</li> <li>Team working</li> <li>Client relationships</li> <li>Confidence and communication skills</li> </ul>
<b>JD Ref: RP-ICT 12</b>	<p><b>ICT Intern</b> (office based) <b>London</b></p>
<b>Job Title:</b>	ICT Intern
<b>Line Manager:</b>	ICT Manager
<b>Project / Department:</b>	ICT
<b>Business Unit:</b>	IT Services
<b>Location:</b>	Lendlease Head-office, 20 Triton Street, Regent's Place, London, NW1 3BF
<b>Job Purpose &amp; Scope:</b>	<p>The intern will spend time working with the following teams in ICT:</p> <p><b>Digital Workplace</b></p> <ul style="list-style-type: none"> <li>Preparation of customer hardware (laptops, mobiles etc)</li> <li>Using our ITSM tool to respond to customer incidents and tasks</li> </ul>

	<ul style="list-style-type: none"> <li>• Learn the productivity tool suite and how we deliver productivity sessions</li> <li>• Understanding of how we deliver project sites (Digital Place's)</li> </ul> <p><b>Cyber Safety</b></p> <ul style="list-style-type: none"> <li>• Learn what Cyber Safety means to Lendlease</li> <li>• Help deliver Cyber Safety message to our people</li> </ul> <p><b>Business Applications</b></p> <ul style="list-style-type: none"> <li>• Understand what business systems are used at LL</li> <li>• Visit our projects to learn how we support and engage with our customers</li> <li>• Learn why we develop our own applications vs purchase ready made</li> </ul> <p><b>Infrastructure Services</b></p> <ul style="list-style-type: none"> <li>• How Infrastructure Services are core to the delivery of ICT services</li> <li>• Understand the purpose of the different teams in IS.</li> </ul> <p><b>Business Change</b></p> <ul style="list-style-type: none"> <li>• Learn how we engage with the business to turn ideas into outcomes</li> </ul> <p>Get insight into how technology will be a disrupter in the industry Lendlease operates.</p>
<p><b>Learning Opportunities:</b></p>	<p>The successful intern will learn all aspects of how a global IT department delivers ICT services at Lendlease.</p> <p>Additional learning opportunities: Customer Service, Business and Stakeholder Engagement, ITIL Framework, ITSM tools, Coding basics, Communication, ICT in a corporate environment, Time management, understanding of business processes.</p>
<p><b>JD Ref: ACMI-CTH 13</b></p>	<p><b>Assistant Commercial Manager Intern</b> (project based) <b>London</b></p>
<p><b>Job Title:</b></p>	<p>Assistant Commercial Manager Intern</p>
<p><b>Line Manager:</b></p>	<p>Senior Commercial Manager</p>
<p><b>Project / Department:</b></p>	<p>Camden Town Hall Refurbishment and Remodelling of the existing Town Hall</p>
<p><b>Business Unit:</b></p>	<p>Lendlease Construction (Europe)</p>
<p><b>Location:</b></p>	<p>Camden Town Hall, Judd Street, London, WC1H 9JE</p>
<p><b>Job Purpose &amp; Scope:</b></p>	<p>The role is to provide support in the following tasks:</p> <p><b>Commercial Activities:</b> Provide support and assistance to the commercial team;</p> <p><b>Subcontract Procurement:</b> Assist in the procurement and management of trade packages for the project by supporting the commercial manager and team in negotiating terms favourable to Lendlease with regard to price and contract conditions. The object must be to optimise buying gains, ensure compliance with the construction programme and ensure that the subcontractor has requisite accreditation in terms of quality and health and safety in order to satisfy the Lendlease procedures. References must also be taken on the subcontractor's financial viability in order to minimise risk exposure to Lendlease.</p> <p><b>Contract, Valuation and Variation Administration:</b> Assist in commercial management of subcontractors including valuation &amp; variations</p> <p><b>Contract Documentation:</b> Assist in the coordination and preparation of robust subcontract documentation in accordance with the Lendlease project procedures and standard forms in order to minimise risks and maintain construction programme.</p> <p><b>Financial Control:</b> Assist in ensuring correct application of procedures and implementation of risk management systems, including ensuring adherence to payment terms and accounting procedures from subcontractors.</p> <p>The candidate will not have sole responsibility for any activity but will work under the direction of Lendlease staff. The candidate will be a valued member of the team and gain an insight into Commercial Reporting and a general introduction to Commercial Management practices.</p> <p>They will also be proactively working with the team to ensure all quality assurance documentation is complete.</p>

<b>Learning Opportunities:</b>	<p>The role offers the following learning opportunities:</p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of commercial management, including the procurement of work packages</li> <li>• Confidence in ensuring subcontractors works are correctly installed and valued</li> <li>• Financial acumen</li> <li>• Understanding of subcontractor's packages and contracts</li> <li>• Experience of working on a commercial construction site on a prestigious project</li> <li>• Stakeholder Engagement</li> </ul>		
<b>JD Ref: EP-ICMT 14</b>	<b>Intern Construction Manager Trainee</b>	(project based)	<b>Southwark</b>
<b>Job Title:</b>	Intern Construction Manager Trainee		
<b>Line Manager:</b>	Project Manager		
<b>Project / Department:</b>	MP3 H4 and H5 at Elephant Park		
<b>Business Unit:</b>	Lendlease Construction (Residential)		
<b>Location:</b>	Elephant & Castle Project office, Faraday Building, 35 Heygate St, London, SE17 1AZ		
<b>Job Purpose &amp; Scope:</b>	<p>The role is to provide full support in the following tasks:</p> <ul style="list-style-type: none"> <li>• Assist general construction duties to suit the progress of the works on site</li> <li>• Reviewing the works on site in conjunction with the construction manager to ensure works are constructed correctly, to the correct level of quality and on programme</li> <li>• Assisting in quality checks to be carried out as part of the façade and fit-out works</li> </ul> <p>The intern will not have sole responsibility for any activity but will work under the direction of other Lendlease staff. The intern will gain a general introduction to Construction Management practices and will be proactively working with our site staff to safely deliver the build project to the highest levels of quality. The role offers the following learning opportunities:</p>		
<b>Learning Opportunities:</b>	<p>The role offers the following learning opportunities:</p> <ul style="list-style-type: none"> <li>• Involved in the construction of various façade systems</li> <li>• Understand the fit-out process</li> <li>• Learn about basic construction techniques</li> <li>• Learn about quality control and EHS procedures</li> </ul>		
<b>JD Ref: EP-DPMI 15</b>	<b>Development Project Manager Intern</b>	(project based)	<b>Southwark</b>
<b>Job Title:</b>	Development Project Manager Intern		
<b>Line Manager:</b>	Project Manager		
<b>Project / Department:</b>	Elephant & Castle project		
<b>Business Unit:</b>	Lendlease Development		
<b>Location:</b>	Elephant & Castle Project office, Faraday Building, 35 Heygate St, London, SE17 1AZ		
<b>Job Purpose &amp; Scope:</b>	<p>The role is to support the team deliver the following:</p> <ul style="list-style-type: none"> <li>• Retailer design intelligence – As built survey and recording of design and physical product intelligence to build our database</li> <li>• Retailer interaction / site visits</li> <li>• Marketing collateral</li> <li>• Support to both DPM &amp; DM</li> <li>• Administration</li> </ul> <p>The intern will not have sole responsibility for any activity but will work under the direction of other</p>		

	Lendlease staff. The intern will gain a general introduction to Retail development and delivery practices and will be proactively working with our team to deliver successful retail at Elephant Park.		
<b>Learning Opportunities:</b>	The role offers the following learning opportunities: <ul style="list-style-type: none"> <li>• Design &amp; Retail product creation</li> <li>• Customer focus</li> <li>• Business to Business marketing</li> <li>• Team working</li> <li>• Communication</li> </ul>		
<b>JD Ref: DEP-ADMI 16</b>	<b>Assistant Development Manager Intern</b>	(project based)	<b>Deptford</b>
<b>Job Title:</b>	Assistant Development Manager (Intern)		
<b>Line Manager:</b>	Development Manager and Social Economic Development Manager		
<b>Project / Department:</b>	The Timberyard Deptford is a significant urban regeneration scheme, which is set to deliver: 1,445 new homes c.71,500 SQ.FT of commercial space c.26,000 SQ.FT of retail space  This will be phased across six plots and is set to be completed in early 2024		
<b>Business Unit:</b>	Lendlease Development		
<b>Location:</b>	The Timberyard, Gate <a href="#">04, Oxestalls Road, London</a> , SE8		
<b>Job Purpose &amp; Scope:</b>	The role is to support the team deliver the following: <ul style="list-style-type: none"> <li>• Mini Project that they can own for the 8 weeks – potentially a research piece on competitor pricing, competitor schemes and a comparison of where our scheme sits.</li> <li>• Development briefs for plots – reading through documents, assist in drafting these documents</li> <li>• Develop an understanding on how Lendlease works including the different business units and the integrated model</li> <li>• Attend toolbox talks</li> <li>• Shadow the construction manager</li> </ul>		
<b>Learning Opportunities:</b>	The role offers the following learning opportunities: <ul style="list-style-type: none"> <li>• Research and development skills</li> <li>• Communication skills</li> <li>• Team building skills</li> <li>• Working to deadlines</li> <li>• Ability to adapt to flexible job activities</li> <li>• Learn about Incident and injury free and how it is being implemented on our site to employees and sub-contractors</li> </ul>		
<b>JD Ref: EP-SI 17</b>	<b>Sustainability Intern</b>	(project based)	<b>Southwark</b>
<b>Job Title:</b>	Sustainability Intern		
<b>Line Manager:</b>	Sustainability Manager		
<b>Project / Department:</b>	Elephant & Castle project		
<b>Business Unit:</b>	Sustainability		
<b>Location:</b>	Elephant & Castle Project office, Faraday Building, 35 Heygate St, London, SE17 1AZ		
<b>Job Purpose &amp; Scope:</b>	The role is to provide full support in the following tasks: <ul style="list-style-type: none"> <li>• Working with Sustainability Manager Residential to review and improve waste management practices at E&amp;C.</li> </ul>		

	<ul style="list-style-type: none"> <li>Support the Sustainability Team at the Elephant and Castle project in reviewing the performance of the project against sustainability targets and developing a strategy plan to deliver performance improvement.</li> </ul> <p><b>Accountabilities:</b></p> <ul style="list-style-type: none"> <li>Support company and project initiatives to assist in achieving our sustainability targets.</li> <li>Undertake internal research to collate 'best practice' sustainability case studies.</li> <li>Support development projects in sustainability research and innovation.</li> <li>Help champion sustainability across the business</li> </ul> <p>This role will work across the Sustainability Team. The role will be accountable to the Head of Sustainability but will work closely with Sustainability Managers on a day to day basis.</p>
<p><b>Learning Opportunities:</b></p>	<p>The intern will gain an understanding of Sustainability in the Built Environment and the challenges associated with implementing triple bottom line decision making in a corporate environment.</p> <p>The role offers the following learning opportunities:</p> <ul style="list-style-type: none"> <li>The ability to participate in cutting edge research.</li> <li>Presentations to members of the team on your own work and research.</li> <li>Analysis methodologies and investigation of trends.</li> <li>Site visits to a broad range of projects.</li> <li>Exposure to projects across the whole Sustainability team.</li> <li>Sustainability implementation in practice</li> <li>Construction Sustainability</li> <li>Sustainability Communication</li> </ul>
<p><b>JD Ref: BIR-SVA 18</b></p>	<p><b>Social Value Assistant</b> (office based) <b>Birmingham</b></p>
<p><b>Job Title:</b></p>	<p>Social Value Assistant</p>
<p><b>Line Manager:</b></p>	<p>Community Manager</p>
<p><b>Project / Department:</b></p>	<p>Birmingham Commonwealth Games Athletes Village</p>
<p><b>Business Unit:</b></p>	<p>Lendlease Construction Europe Limited – Midlands Office</p>
<p><b>Location:</b></p>	<p>Lendlease C/O Orega , The Colmore Building , 20 Colmore Circus , Birmingham B4 6AT</p>
<p><b>Job Purpose &amp; Scope:</b></p>	<p>Lendlease are the principle contractor appointed by Birmingham City Council for the construction of the Athletes Village for the 2022 Commonwealth Games. This is a live project with some exciting social value KPIS of which one is to develop an education programme.</p> <p>The role is to provide full support in the following tasks:</p> <ul style="list-style-type: none"> <li>To develop an Education Programme with the Birmingham Social Value Team to be utilised throughout the Birmingham Commonwealth Athletes Village project to promote the project to schools, colleges, universities and other engagement of young people</li> <li>To develop a Lendlease presentation and educational activities to be delivered in schools, colleges and universities to promote careers in Lendlease , this includes developing some social media / Ted Talks for use in school engagement</li> <li>Develop a programme of delivery of the Education Programme</li> <li>Develop an innovative project around sustainability and Single Use Plastics through the Athletes Village project to create Single Use Plastic Agents in schools</li> </ul>

	<p>The successful candidate should also be able to demonstrate:</p> <p><b>EQUALITY, DIVERSITY AND INCLUSION</b></p> <ul style="list-style-type: none"> <li>• A person who demonstrates this competency effectively:</li> <li>• Understands respects and meets the needs of the Lend Lease diverse workforce and clients.</li> <li>• Active opposition to any form of unfair and unlawful discrimination</li> </ul> <p><b>COLLABORATION</b></p> <ul style="list-style-type: none"> <li>• Works constructively with colleagues within the team and across the broader organisation; gives and obtains co-operation and acts to minimise unproductive conflict within the team.</li> <li>• A person who demonstrates this competency effectively:</li> <li>• Works with others to build effective team and wider-team relationships – is a team player</li> <li>• Respects and shows consideration for others. Works co-operatively towards shared objectives</li> <li>• Empowers a team to maximise their power and effectiveness</li> </ul>
<p><b>Learning Opportunities:</b></p>	<p>The role offers the following learning opportunities:</p> <ul style="list-style-type: none"> <li>• Communication Skills – Verbal, written and IT</li> <li>• Some leadership skills</li> <li>• Partnership and collaborative working</li> <li>• Stakeholder Engagement and client liaison / relationship</li> <li>• Community Engagement</li> <li>• Working proactive and within a team</li> </ul>
<p><b>JD Ref: IQL-DMI 19</b></p>	<p><b>Development Management Intern</b> (project based) <b>Stratford</b></p>
<p><b>Job Title:</b></p>	<p>Development Management Intern</p>
<p><b>Line Manager:</b></p>	<p>Project Director</p>
<p><b>Project / Department:</b></p>	<p>International Quarter London (IQL)</p>
<p><b>Business Unit:</b></p>	<p>Development Europe (IQL)</p>
<p><b>Location:</b></p>	<p>Lendlease project Office, IQL, 31 Westfield Ave, Stratford E20 1HZ</p>
<p><b>Job Purpose &amp; Scope:</b></p>	<p>IQL is a vibrant new neighbourhood, linking future-focused workplaces, welcoming new homes, and a diverse range of shops, restaurants, and culture, IQL connects people, places, and businesses in innovative ways.</p> <p>The placement will see the intern work across many of our key disciplines, working with our professional teams to explore the entire development life cycle.</p> <p>The intern will be supported by a mentor and will be set real tasks, so they can first-hand experience the excited, varied and challenging careers Lendlease has to offer.</p> <p>In the role the candidate is expected to:</p> <ul style="list-style-type: none"> <li>• Work with development managers and the development team to ensure the successful delivery of the project in line with all stakeholders' expectations</li> <li>• Support with project stakeholders to ensure effective completion of deliverables and responsibilities</li> <li>• Develop and deliver a health and safety initiative supporting greater awareness and improved health and safety best practice</li> <li>• Identify a local community need and develop and deliver a volunteer supported initiative, working in partnership with the Social and Economic Development team</li> <li>• Investigate project challenges and develop and present solutions to the relevant teams</li> </ul>
<p><b>Learning Opportunities:</b></p>	<p>The role offers the following learning opportunities:</p> <ul style="list-style-type: none"> <li>• the development and construction process;</li> <li>• contract management</li> <li>• communication skills</li> <li>• negotiation skills</li> <li>• building and developing partnerships</li> <li>• presentation skills</li> </ul>

	<ul style="list-style-type: none"> <li>• understanding of social and economic development, urban regeneration</li> <li>• awareness of health and safety</li> </ul>
<b>JD Ref: SIL-CEI 20</b>	<b>Community Engagement and Meanwhile Use Support Intern</b> (office based) <b>London</b>
<b>Job Title:</b>	Community Engagement and Meanwhile Use support Intern
<b>Line Manager:</b>	Socio-Economic Development Manager
<b>Project / Department:</b>	Silvertown Project
<b>Business Unit:</b>	Sustainability
<b>Location:</b>	Lendlease office, 338 Euston Road, London, NW1 / RP
<b>Job Purpose &amp; Scope:</b>	<p>Lendlease has jointly acquired a major £3.5 billion urban renewal project in the East End of London with private investment firm, Starwood Capital on a 50% co-investment basis.</p> <p>Silvertown Quays (which is located between Canary Wharf and London City Airport) is set to provide seven million square feet of residential and commercial space, with more than 900 new, affordable homes, across what is currently a neglected brownfield site spanning 20-hectares.</p> <p>Subject to pre-conditions, Lendlease will provide a range of services and act as Development and Construction Manager for the project.</p> <p>The intern's key responsibility is supporting the Silvertown team with consultation and community engagement activities during the statutory Masterplan consultation process in Summer 2019, ahead of the submission of the planning application to LB Newham in September 2019</p> <p><b>Accountabilities:</b></p> <ul style="list-style-type: none"> <li>• Assist the Communications/Community Engagement teams with the co-ordination and delivery of consultation events and public exhibitions</li> <li>• Help with the preparation of materials, Q&amp;As and venue logistics for consultation events</li> <li>• Support community engagement activities taking place at the time</li> <li>• Support the team at local events and community engagement activities</li> <li>• Research on local issues and analysis of community feedback (including potential social and digital channels)</li> </ul> <p>The intern will not have sole responsibility for any activity but will work under the direction of members of the Silvertown project team.</p>
<b>Learning Opportunities:</b>	<p>The role offers the following learning opportunities:</p> <ul style="list-style-type: none"> <li>• Gain an understanding and insight into a large regeneration scheme and the Masterplanning process</li> <li>• Learn the importance of community involvement during the consultation period</li> <li>• Learn how to work within a multi-disciplinary complex team environment</li> </ul>
<b>JD Ref: KGX1-ADMI 21</b>	<b>Assistant Design Manager Intern</b> (project based) <b>London</b>
<b>Job Title:</b>	Assistant Design Manager Intern
<b>Line Manager:</b>	Design Lead - KGX1 Project
<b>Project / Department:</b>	Google - KGX1 Project
<b>Business Unit:</b>	Lendlease Construction
<b>Location:</b>	KGX1, The Delivery Room, 2nd Floor, 2 St Pancras Square, Kings Cross, London, N1C 4AG

<p><b>Job Purpose &amp; Scope:</b></p>	<p>The role of the Assistant Design Manager (ADM) is to assist the Design Manager in all Design Management job role requirements as he/she learns and gains experience of the Design Manager role; with the aim of becoming a Design Manager.</p> <p>Depending upon the ADM's specific skill sets and as experience/knowledge grow, the ADM will increasingly take personal ownership of Design Management duties.</p> <p>The role of the Design Manager is to ensure that an effective and productive liaison is established between the external design team, the construction and commercial team and Statutory Authorities whilst interfacing with the client team. The Design Manager directs the external design team ensuring the best design solutions are achieved whilst maintaining the essence of the design concept throughout the project life cycle by resolving buildability, safety, cost, programme issues through the pre-contract, construction and post contract stages of the design process.</p> <p>The intern will be asked to:</p> <ul style="list-style-type: none"> <li>• Assist in the selection and procurement of the Design Team if appropriate</li> <li>• Comment on the Design Team fees and resources to provide efficient coverage on the project within the programme and cost constraints.</li> <li>• Develop a mechanism for evaluating the Design Team's performance.</li> <li>• Interface with the client on design matters and monitor the approval of consultant's or contractor's designs.</li> <li>• Establish and maintain design information release programme to ensure the timely development of the design, client approvals are achieved and subsequent release of robust design information to the project team.</li> <li>• Liaising and negotiating where necessary with planning officers, consultants, external groups to ensure that projects achieve the project programme.</li> <li>• Attending relevant site meetings and carrying out site inspections.</li> <li>• Become an active part of the Lend Lease Design Community of Practice.</li> <li>• Monitor and record Samples / Mock ups and Prototypes</li> <li>• Liaise with the Information Manager and review delivery of information, content and be able to comment on Document Management Tool; and proactively engage in Value Engineering ideas throughout the life of the project</li> </ul>
<p><b>Learning Opportunities:</b></p>	<p><b>TEAMWORK</b></p> <ul style="list-style-type: none"> <li>✓ Work constructively with colleagues within the team and across the broader organisation</li> <li>✓ Respect and show consideration for others and work co-operatively towards shared objectives</li> </ul> <p><b>COMMUNICATION &amp; INFLUENCE</b></p> <ul style="list-style-type: none"> <li>✓ Communicate ideas and directions both orally, sketches and in writing in an open, candid, complete and consistent manner</li> <li>✓ Use a variety of approaches to persuade, convince or influence individuals or groups to gain commitment to company strategies, plans and support for own ideas and initiatives.</li> <li>✓ Listen effectively and probe for new and diverse ideas</li> <li>✓ Use facts and personal conviction to influence and persuade</li> <li>✓ Adapt their style to the audience and situation/moment</li> </ul> <p><b>STAKEHOLDER FOCUS</b></p> <ul style="list-style-type: none"> <li>✓ Anticipate, meet and exceed the needs and expectations of stakeholders.</li> <li>✓ Understand internal and external clients' needs</li> </ul> <p><b>HEALTH AND SAFETY</b></p> <ul style="list-style-type: none"> <li>✓ drive safe practice.</li> </ul>

	<p>SUSTAINABILITY</p> <ul style="list-style-type: none"> <li>✓ understand the relevance of sustainability to them and to the business and the 3 main areas we are committed to achieving within; economic development, social enrichment and environmental protection.</li> </ul>		
<b>JD Ref: FAI 22</b>	<b>Finance Assistant Intern</b>	(office based)	<b>London</b>
<b>Job Title:</b>	Finance Assistant Intern		
<b>Line Manager:</b>	Finance Manager		
<b>Project / Department:</b>	Construction Accounting and Reporting Team		
<b>Business Unit:</b>	Business Services		
<b>Location:</b>	Lendlease, 20 Triton Street, Regents Place, London NW1 3BF		
<b>Job Purpose &amp; Scope:</b>	<p>The intern will be asked to:</p> <ul style="list-style-type: none"> <li>• Contribute to financial transactions and statistics reflecting earnings, profits, cash balances and other financial results to ensure compliance with approved accounting standards</li> <li>• Reviewing external reporting to ensure consistency and accuracy</li> <li>• Assisting the team with external audit queries on financial statements</li> <li>• Production of ad hoc financial reporting and analysis</li> </ul>		
<b>Learning Opportunities:</b>	<p>The role offers the following learning opportunities:</p> <ul style="list-style-type: none"> <li>• Time management</li> <li>• Understanding financial statements</li> <li>• Commercial awareness</li> <li>• Communication skills</li> <li>• Teamwork</li> </ul>		
<b>JD Ref: SUS-IT 23</b>	<b>Sustainability Intern (Italy - M)</b>	(office based)	<b>MILAN (ITALY)</b>
<b>Job Title:</b>	Sustainability Intern (Italy - M)		
<b>Line Manager:</b>	Head of Sustainability – Italy		
<b>Project / Department:</b>	Sustainability – Italy		
<b>Business Unit:</b>	Sustainability		
<b>Location:</b>	Milan Office (Italy), Via della Moscova 3, 20121, Milan, Italy		
<b>Job Purpose &amp; Scope:</b>	<p>The intern will be asked to:</p> <ul style="list-style-type: none"> <li>• assist the Italian Sustainability Team in raising performance on Italian projects against Lendlease sustainability targets;</li> <li>• research into carbon reduction improvements for Italian projects, establishment of recommendations for implementation and provision of support to Environment and Sustainability Managers for implementation;</li> <li>• analysis of root causes of Italy trends in KPI reporting, audits and performance against targets with recommendations for raising performance.</li> <li>• support the Italian Sustainability function in identifying actions to improve sustainability performance on projects;</li> <li>• provide data analysis to the Head of Sustainability, Italy to inform current and future strategy;</li> <li>• help identifying recommendations for Sustainability improvement actions to be taken forward in consultation with the Head of Sustainability, Italy &amp; Environment and Sustainability Managers.</li> </ul> <p>Final job description to be tailored according to successful intern.</p>		

	<p>Requirements:</p> <ul style="list-style-type: none"> <li>• General understanding of sustainability practices preferred</li> <li>• Fluent Italian, Good English (written and verbal communication)</li> <li>• Proficient in all Microsoft applications (word, excel, ppt, outlook, web)</li> </ul>
<p><b>Learning Opportunities:</b></p>	<p>The successful candidates will learn:</p> <ul style="list-style-type: none"> <li>• understand sustainability elements in a construction environment;</li> <li>• refine research and report/presentation writing skills.</li> <li>• attend meetings and relevant discussions to better understand business meetings protocol.</li> <li>• participate in cutting edge research and work.</li> </ul>

All applications must be submitted by **Friday 29 March 2019** by clicking [here](#).

Candidates can choose up to 3 work placements available from the list above.

For any questions or request of further information, please email  
[laura.caporossi@lendlease.com](mailto:laura.caporossi@lendlease.com)

Many Thanks!