

IT'S YOUR LIFE.

WE'LL HELP
YOU MAKE
THE MOST
OF IT.

A career at Norman Disney & Young (NDY) offers many opportunities. As an award-winning engineering consultancy with a global presence, we understand that your success is in our best interest.





What we have to offer

NDY is an international professional services firm delivering consulting engineering expertise across a range of services and markets.

Our purpose, "Making Spaces Work", embodies our goal to be the engineering provider of choice and leader in sustainability and innovation. Our focus on operational excellence and sound corporate governance is what keeps our feet on the ground, while our large portfolio of exciting growth opportunities directs our eyes to the horizon.

Attracting and developing high calibre employees is key to both our current success and our future. Our values provide the framework for the growth and development of our people. They are expressed as follows:

- » **Excellence** – do it once, do it well
- » **Leadership** – lead in our profession, industry and the community
- » **Integrity** – treat others as we wish to be treated
- » **Collaboration** – listen, share and contribute
- » **Accountability & Ownership** – Understand the impact of our actions and own the outcomes
- » **Innovation** – inspired creativity to challenge the norm

NDY is a brand to be admired and a company that continues to grow. I do hope you want to be a part of our future.



Stuart Fowler
Chief Executive Officer

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www.ndy.com/graduate



Supreme Court, Wellington



NAB, 700 Bourke Street, Melbourne



Click here to watch the
NAB NDY TV episode:
youtu.be/S1s_qvvc4i4

Your career at NDY

The Company

NDY is a multi-discipline consulting engineering firm delivering quality building services solutions within Australia, New Zealand, the United Kingdom, Europe, the Middle East and Asia.

The firm specialises in mechanical and electrical services, for all building types and infrastructure projects.

Specialist areas include communications, fire protection, vertical transport, acoustics and hydraulic/public health engineering.

Sustainable design is an essential consideration in all current day engineering activities and we are committed to developing and optimising this aspect of engineering in all our projects.

Your Pathway

You will be assigned to a core discipline in your chosen NDY office. Your assigned discipline will be discussed and agreed with you during the interview process.

The activities you will generally undertake are outlined in the section 'Position Profile'.

The potential for personal development and growth within NDY is exceptional and the 'Learning and Career Development' section provides further information.

The 'Working at NDY' section provides insight into the importance that NDY places on our employees and the realisation of their goals.

Information

NDY representatives attend selected university careers fairs and are available to discuss all aspects of the position with you. Refer to the NDY website for listings of careers fairs attended by each office. www.ndy.com/graduate

Brochures and supplementary information will be available to attendees. If you require a copy of these, email careers@ndy.com with your name and contact details and a copy will be sent to you.

Further information can be found at www.ndy.com



Brookfield Place, Perth



Click here to watch the Brookfield Place NDY TV episode: youtu.be/iXPOTmysGzQ

Position Profile

Overview

As a graduate engineer at NDY you may work on a variety of projects across our market sectors.

Buildings

Defence

Health

Industrial

Mission Critical

Transport

Utilities

Following a period of initial training, you will work as the sole engineer on small projects under the supervision of a senior engineer.

On larger projects you will be a member of a project team under the direction of a project leader who is generally a senior engineer or a member of NDY management.

On large and small projects, you will liaise with professionals from external companies involved in the project. These professionals may include architects, structural engineers, civil engineers, interior designers, cost consultants, building surveyors, services authority (gas, water, electricity) representatives and members of other professional disciplines.

It may be necessary to meet frequently with members of this group on an individual basis or at formal project meetings with the whole project team.

NDY spends time focusing on the sustainability of the services systems we design to ensure the facility as a whole is operating and performing at optimum efficiency. We have a key role to play in minimising greenhouse gas emissions and water consumption. These key aspects, the indoor environment and material selection play a major part in optimising the ecological footprint of the project. Whichever core discipline you choose sustainability will feature as a key consideration. Those with outstanding ability and empathy towards sustainability could eventually become a pure sustainability consultant, advising the client on wide ranging sustainability measures.

Work on most projects is in two major phases: the design and construction phases.

During the design phase, the majority of your tasks are performed in-house with periodic internal and external meetings to coordinate your engineering works with the works and programs of others.

You will establish a budget for the services and review and update these estimates throughout the project program.

The design phase culminates with your completion of documentation comprising plans and specifications that describe the quality and depict the details of the installation. These are used for authority approval, tendering and subsequently for construction.

You will be involved in the analysis of tenders submitted by contractors, who have bid to perform the works, to ensure they comply with the documentation.

In the construction phase, you will be required to visit the site to inspect and report on the works of relevant trades.

At the completion of the works you will be involved in witnessing contractors' commissioning tests to verify that your system design operates as intended.

Other tasks you may be required to undertake include:

- » Recommendations for energy conservation systems and equipment
- » Fault finding on services equipment
- » Calculation of elements within a Green Star rating (i.e. energy efficiency)
- » The inspection and reporting on existing services systems and preparing recommendations for upgrade
- » Preparation of due diligence surveys for a building purchase
- » Cost comparisons of gas and electricity tariffs.

As all services systems must comply with codes and regulations, you will become familiar with the requirements of documents such as national and local building codes, plus other authority regulations.

As your technical skills and knowledge develop you will become involved in additional areas including financial administration, marketing and general management activities.

Specific details of the positions in the various disciplines are outlined on the following pages.

Mechanical Services

As a mechanical engineer at Norman Disney & Young you will perform technical tasks predominantly related to heating, ventilation and air conditioning.

Typical tasks include:

- » Calculation of loads and performance criteria for air conditioning and ventilation systems
- » Advising the architect of the thermal performance comparisons of building fabric (especially glazing systems)
- » Selection of the type of air conditioning and/or ventilation systems. This may require the assessment and capital costing of several system types as well as the energy consumption as part of the NDY commitment to Ecologically Sustainable Design
- » Selection of the size and type of plant (chillers, condensers, fans, cooling towers, boilers, etc.)
- » Sizing plant areas and advising the architect and project team of the optimum location in the facility
- » Coordinating with the structural engineer for the location of heavy items of equipment and penetrations through the structure for ducts and piping
- » Coordinating with the electrical engineer for the provision of electricity supply for plant and equipment
- » Coordinating with the fire protection engineer to ensure that the air handling plant operates effectively in fire mode
- » Design of the route and calculation of the size of ducts and piping systems throughout the facility
- » Integration and coordination of ducting, piping, air outlets with electrical, fire protection and hydraulic/public health services systems
- » Design of separate ventilation and exhaust air for toilet exhaust, kitchen exhaust, car park exhaust, stair pressurisation, plant ventilation and smoke exhaust systems
- » Liaison with authorities for the provision of incoming gas supply and associated metering
- » Design of control systems for efficient plant operation.

Electrical Services

As an electrical engineer at Norman Disney & Young you will perform a variety of technical tasks.

Typical tasks include:

- » Calculation of electrical loads for the project
- » Liaison with the electrical supply authority for the incoming electricity supply and associated metering
- » Sizing plant areas (substation, switchrooms, risers, generator rooms, etc.) and advising the architect or project team of the optimum location in the building
- » Design of standby generator system, uninterruptible power supplies and power factor correction equipment
- » Calculation of cable sizes for electrical reticulation, design of single line diagram of connections and cable routing throughout the project. This will also involve the calculation of fault current levels, voltage drops and maximum current demand
- » Design of lighting layouts, selection of luminaires and calculation of illuminance levels for internal artificial lighting. Optimisation of energy consumption, along with high occupant satisfaction levels, of lighting systems is a key design element
- » Design of exterior lighting systems (floodlighting, road lighting, car park lighting, security lighting, etc.)
- » Design of circuit arrangements for power (socket outlets and wiring to equipment) and lighting (including switching)
- » Selection of wiring reticulation systems (skirting wiring duct, cable trays, etc.)
- » Design of battery operated emergency escape lighting systems
- » Design of communication and data wiring systems
- » Coordinating with the mechanical, vertical transportation, hydraulic/public health and fire protection engineers for the provision of electricity supply for plant and equipment
- » Design of security and electronic access systems
- » Design of lightning protection system for the structure.

Fire Protection & Fire Engineering Services

Fire Protection Services

The Fire Protection Services team is a specialised group within Norman Disney & Young responsible for all aspects of fire protection services and design.

NDY Fire Protection services engineers provide specialised advice. They analyse client and project needs, and ensure fire systems are applied in accordance with building regulation and authority requirements.

As a fire engineer at NDY you will perform technical tasks predominantly related to the following:

- » Automatic sprinkler systems based on local and overseas standards including new technology equipment such as:
 - › ESFR (Early Suppression Fast Response) systems which are specifically designed for warehouse protection
 - › Residential sprinklers to comply with the requirements of the residential developments
 - › Pre-action sprinklers which are used in environments which are subject to freezing or areas which are sensitive to water drainage
 - › Hydrants and hose reels
- » Detection and alarm systems including the use of high sensitivity smoke sampling systems
- » Smoke analysis and control system interfaces
- » Special hazard protection, which is specifically designed for industrial complexes, computer room protection or for any area where gaseous suppression or foam based systems are required.

Typical tasks include:

- » Assessment of the type of fire protection equipment and systems to be integrated into the facility
- » Calculation of hydraulic demand for automatic fire sprinklers, fire hydrant and hose reel systems
- » Preparation of plant room layouts for booster pumps, static water storage tanks, etc. and coordination with the architect and structural engineer
- » Liaison with the relevant authority for the proposed fire service to meet their requirements
- » Sizing plant areas (alarm valves, pump rooms, fire control rooms, risers etc.) and advising the architect of the optimum location
- » Set out the layouts for equipment for smoke detection, gas suppression and fire sprinklers
- » Calculation of pipe sizes for sprinkler and hydrant systems
- » Preparation of a single line diagram of the fire service routing throughout the project
- » Calculation of sprinkler coverage
- » Design of occupant emergency warning and evacuation systems
- » Selection of wiring reticulation systems for fire detection, power, and communication loops
- » Set out the location of fire panels and emergency control panels

- » Integration of communications and data wiring systems
- » Coordinating the routing of piping and equipment with the other services disciplines
- » Selection of security door release and systems operation in fire mode.

Fire Engineering

Norman Disney & Young is an industry leader in the development of new and innovative ideas within the dynamic field of fire engineering. Fire engineers work with the client and design team to develop the most cost effective strategy for:

- » Life safety
- » Asset protection
- » Business continuity and financial viability.

NDY Fire Engineering provides a comprehensive consulting service for the design and implementation of all fire safety systems from feasibility to management in use, including:

- » Performance based fire safety engineering
- » Fire safety of exposed steel, timber and masonry construction
- » Smoke hazard management in large and complex structures
- » Fire development and smoke spread simulation
- » Human behaviour and people movement modelling
- » Fire safety audits
- » Fire safety risk assessments
- » Building regulation reviews
- » Fire safety system design development and documentation
- » Building services inspection and condition reports
- » Fire safety management plans
- » Emergency procedures
- » Essential services maintenance.

Traditionally, the fire protection requirements within a development have been governed by prescriptive requirements within legislation, building codes and by relevant authorities. These have tended to be rigid and conservative in nature.

Fire safety engineering is a highly specialised field, which provides a systematic approach to the development of alternative fire safety solutions. This is done to meet the performance provisions of the building codes and offer other benefits such as:

- » An equivalent level of safety when compared with prescriptive regulations
- » A reduction in initial capital expenditure by rationalising fire safety systems
- » A reduction in ongoing essential services maintenance cost over the life of a building.

Fire safety engineering offers all projects the opportunity to assess issues in a “holistic manner”. The interaction of all building elements is considered by using scientific principals and the latest computer software.

Hydraulic & Public Health Services

As a hydraulic/public health engineer at NDY you will perform technical tasks predominantly related to water supply, stormwater discharge, sanitary plumbing and gas supply.

Typical tasks include:

- » Calculation of hydraulic demand loads for water supply
- » Selection of the configuration of the hydraulic system.
This may require the assessment and capital costing of several system configurations as well as the water consumption as part of the NDY commitment to Ecologically Sustainable Design
- » Coordination with mechanical and fire protection engineers for water supply to plant and equipment
- » Selection of the size and type of pump equipment, hot water systems, potable water tanks, stormwater detention tanks, pipework and boilers
- » Sizing plant areas and advising the architect of the optimum location in the building
- » Selection of plumbing and sanitary fixtures
- » Coordinating with the structural engineer for penetrations required for reticulation systems and locations for the support of storage tanks
- » Coordinating reticulation pipework with other services disciplines
- » Design of the route and calculation of the size of hydraulic stacks and piping systems throughout the building
- » Integration and coordination of stacks, piping, and plant with electrical, fire protection and mechanical services systems
- » Design of greywater, blackwater and rainwater harvesting systems to minimise water consumption
- » Liaison with authorities for the provision of incoming water and gas supplies and associated metering
- » Liaison with clients to nominate the impact of the project on the existing authority infrastructure and the associated capital costs for upgrades
- » Design of specialist monitoring equipment to allow analysis of water usage
- » Providing solutions for hot water plant to minimise energy costs whilst considering capital costs and ongoing maintenance costs.

Acoustics

Acoustics is the specialisation which deals with noise and vibration consulting within Norman Disney & Young.

As a graduate acoustic engineer you will have the opportunity to work in many different fields of activity.

The main areas of activity for the graduate acoustic engineer are noted below and this is normally an assisting role to a more experienced engineer.

Architectural Acoustics

- » Acoustic design of listening rooms for speech and music
- » Advice on room layout and selection of internal finishes
- » Design of specialized acoustic treatment
- » Reflector and diffuser design
- » Typical projects include theatres, community and school halls, office complexes, lecture rooms, sound recording studios, courtrooms, classrooms and sporting buildings.

Building Services Noise & Vibration

- » Recommendations concerning control of noise and vibration from proposed designs
- » Preparation of performance specifications
- » Liaison with other consultants
- » Investigation of problems in existing installations.

Environmental Acoustics

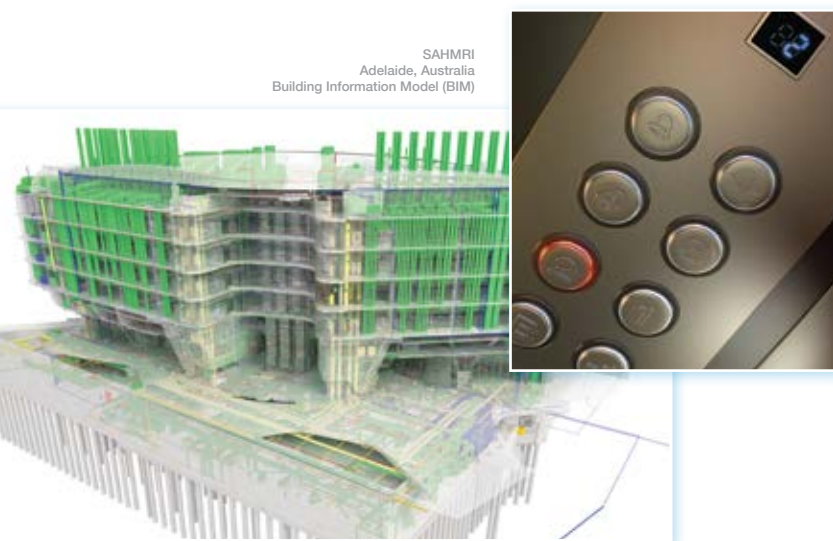
- » Assessment of noise impact from existing or planned developments, industrial complexes, commercial facilities, residential developments and transportation projects
- » Measurement and advice on noise from entertainment facilities, hotels, nightclubs, conference facilities and reception centres.

Vibration

- » Machinery vibration measurement and condition assessments
- » Advice and design of vibration isolation of machines
- » Vibration monitoring from blasting and construction activities
- » Prediction and measurement of groundborne vibration from railway and road traffic
- » Isolation of buildings
- » Design and testing floating floors for studio plantrooms and sensitive instruments
- » Control of structureborne vibration
- » Machinery foundation and design.

Measurements

- » Measurement of speech privacy in offices and meeting rooms
- » Field transmission loss or sound reduction index of building components, e.g. doors and walls
- » Reverberation and acoustic response
- » General measurement of sound and vibration
- » Measurement of impact noise
- » Environmental noise measurement.



Information and Communications Technology (ICT) and Audio Visual (AV) Services

The ICT and AV Services team is a specialised group within NDY responsible for technology based consulting.

Typical tasks include:

- » Design of Integrated Communications Networks (ICNs) to allow for intelligent building and precinct implementation
- » Structured cabling system design
- » Optical fibre network design
- » Data Centre design (spatial design, cabinet layouts, systems relationships, services coordination, resilience)
- » Design of Security Systems (access control, CCTV, video analytics)
- » MATV/Pay TV and video distribution system design (Residential and Commercial backbone infrastructure)
- » IP telephony and video conferencing system design
- » Mobile Phone repeater system design (Residential and Commercial Infrastructure, Liaison with Lead Carriers)
- » Short and long range wireless network design.
- » Audio Visual Systems Design (Boardrooms, Theatres and Stadiums)
- » Coordinating with mechanical, electrical, vertical transportation, hydraulic and fire engineers for the provision of communications links to plant and equipment.

Communications Engineers, in addition to the core skills and qualities above, will also develop the following attributes:

- » An active interest in technology and its applications in the built environment
- » Working understanding of end-to-end LAN/WAN/WLANs design – e.g. switched Ethernet and GPON
- » Ability to use 3D Design Modelling systems – Autodesk MEP and Revit.

Technology is at the core of modern engineering systems today and interacts with all major services enabling the transfer of knowledge between previously disparate systems. It is an evolving and demanding field where opportunities will always be presented to use technology in new innovative ways.

Security Services

NDY is able to provide a full end-to-end security consulting service. This includes facilitation of security threat and risk assessment, development of strategy to mitigate identified risks, preparation of security plans and provision of design, procurement and project management services.

Some specific areas of NDY's expertise are:

- » Physical Security Design (Perimeter Security, CPTED, Anti-Ram Barriers)
- » Electronic Security Systems (Electronic Security Access, Intruder Detection Systems, CCTV)
- » Security Risk and Threat Assessment
- » Strategic Security Services (Crime Prevention, Safer by Design, Identity Assurance)
- » Security Auditing (Security Designs and Countermeasures)
- » Operations (Policies and Procedures, Personnel Security, Education and Awareness)

Information Modelling

3D modelling has seen the realisation of the concept of creating a Building Information Model (BIM) in which all of the intelligent building objects that combine to make up a building can coexist in a single "Project Database" or "Virtual Building". A building information model provides a single, logical, consistent source for all information associated with the building.

As an engineer with NDY you will use Revit MEP to generate 3D models. It is from these 3D models that our documentation is generated.

You will use NDY Clash Detection processes to review coordination issues between other services models as well as Architectural and Structural models. This will provide the opportunity to confirm design strategies and resolve potential issues prior to work beginning on site.

Schedules of equipment will be audited against model using in-house developed software solutions to provide high quality documentation. Scheduled information can be injected into models as needed to meet Facilities Management requirements.

The models can also be used to produce photorealistic renders either as a set of static images or as animated project walk-throughs. Interfaces to project scheduling packages can be used to simulate construction sequences (4D) and better modelling of project costs (5D).

Other Disciplines

NDY employs specialists in a range of other disciplines beyond those listed.

Working on projects with these specialists will provide you with an understanding of the technicalities of their discipline.

The specialist disciplines include:

- » Vertical Transportation including lifts, escalators, moving walkways and building maintenance units
- » Creative and Decorative Lighting
- » Property Consultancy

Learning & Career Development

As a recently graduated engineer joining NDY your title in the firm will be 'Project Engineer'. A learning and career development program will be designed to expedite your progress through the company.

Building Services Consulting Engineering is a diverse field in its own right and the required interaction with Architects, Structural Engineers, Quantity Surveyors, Builders and Trade Contractors means the new engineer entering the field will step onto a very steep learning curve. The NDY development program will assist your understanding of both the technical specifics and the interaction processes essential for success in the industry.

Key aspects of your learning and development include:

Understanding all Services Disciplines

In your first year you may rotate through different disciplines within your office. Eg. You may work in each of mechanical, fire protection, hydraulics and electrical.

This exposure aims to give you a feel for the design imperatives of each discipline.

Specialist Discipline Training

NDY takes pride in the high level of technical expertise we are able to deliver for our clients in each of the engineering disciplines.

Consequently it is essential that engineers are provided with discipline specific training to develop the level of expertise consistent with NDY's reputation.

This training involves:

- » Instruction on the use of discipline specific software and technical guidelines.
- » Working with senior engineers to develop skills in the formulation of system concepts.
- » Introduction to the coordination process and the imperatives of services integration with Architectural and Structural systems.
- » Attendance at external courses with direct relevance to the engineers' discipline.

Understanding the Project Delivery Process

From concept development through to design documentation, construction, commissioning, fitout to operation and maintenance NDY is involved and adds value for our clients through all stages of a project.

Through the design and documentation phase you will be exposed to and instructed on the different forms of contract utilised in the industry.

The new engineer will work with experienced engineers to provide construction phase overview on selected projects to develop an understanding of the physical installation process.

In some cases exchange periods will be spent with contracting organisations as a means of further enhancing this understanding.

The Importance of Sustainability

The built environment accounts for over 40% of global energy consumption.

Engineers play a key role in designing systems that optimise facility energy consumption.

NDY engineers in all disciplines are encouraged to take a holistic approach to services system design whilst delivering practical environmentally friendly solutions to our clients.

To assist in these endeavours NDY provides specialist skills in computer modelling of facilities to predict system performance thus better informing the design process.

All NDY offices employ specialists in the application of the relevant rating systems such as Green Star, BREEAM and specific statutory requirements.

You will be provided with the opportunity to undertake relevant courses to qualify you for the application of these specialist packages.

Optimising Facilities in Operation

NDY also provides expert advice on the maintenance management and tuning of systems in operation through our Asset Performance group which specialises in the operation and maintenance of existing building services systems.

You will be provided with the opportunity to work with experienced Asset Performance engineers to gain a clear understanding of the opportunities available to reduce energy consumption.

Asset Performance will also provide you with the opportunity to develop the practical skills required to assist clients to optimise the operation of their facilities.

Development Programs

The preceding sections highlight the on the job training and specialist technical courses.

Features of the NDY structured approach to development include:

- » Engineers Induction Program
 - › A week long program held in the second or third quarter of each year for recently graduated engineers who have joined NDY.
 - › The program features internal and external presenters who provide excellent background on the industry and NDY's role and contribution to the industry. A full day is devoted to presentation skills training.
 - › The program provides the opportunity to meet your peers from other NDY offices, allowing you to develop close working relationships.
- » Leadership Development
 - › NDY runs a leadership program each year for approximately 20 engineers usually with 3 to 5 years experience. This course utilizes external experts to assist with development of leadership, management and communication skills.
- » Further Professional Study
- » NDY encourages further professional study such as Masters Degrees in Engineering or Business.

Feedback Paths

The NDY Management team is conscious of the importance of consistent interaction with employees and with recently graduated engineers in particular.

Regular sessions are scheduled with Directors and Managers to encourage discussion.

The CEO and Directors take a keen interest in the development of recently graduated engineers and seek regular feedback from individuals on their progress.

In addition to these relatively informal feedback mechanisms the following formal feedback paths are provided.

- » Mentors
 - › Each recently graduated engineer is assigned a mentor who acts as a guide and sounding board for any queries or concerns that may arise.
- » Performance Review
 - › The formal goal setting for each engineer takes place at the annual performance review.
 - › While informal interaction is encouraged at all times these formal reviews provides each engineer with the opportunity to agree specific additional training initiatives he/she would like to participate in to advance their career.
 - › Individual goals are set out in our performance management system to provide a continuous tracking mechanism.

Career Moves

With an international network of offices, NDY offers young engineers excellent opportunities for rapid advancement of their careers.

Each recently graduated engineer will be encouraged to spend some time in another office as part of their training so that they can experience the operation of other NDY office administrations and widen their network of NDY contacts.

In most instances, NDY engineers take a quantum leap in their careers by moving to a higher position in a new office.

NDY always seeks to promote from within and only recruits externally when a suitable internal candidate is not available.

People are Key

NDY is a dynamic growing organisation. The programs and initiatives summarised above highlight the firm's commitment to the learning and development of our people as the key means of support for this growth.

Working at NDY

NDY Culture

Work Environment and Values

- » Operate to highest ethical standards.
[Click here to read NDY's ethical statement.](#)
- » Lead the industry in quality of service and technical excellence
- » Strong emphasis on team work
- » Celebration of successes, achievements and milestones
- » Promotion from within to ensure a fulfilling career
- » Support for work/life balance
- » Support for communities in need across the world through the NDY Charitable Trust
- » Commitment to utilisation of leading edge technologies to facilitate quality of deliverables
- » Fostering of innovative approaches
- » Commitment to enhance the sustainability of the built environment
- » Passionately committed executive team
- » Support for community involvement
- » An active office social program.



Career Development

Career Opportunities

- » Significant opportunities to build your career by working on major (iconic) projects, challenging assignments, diversity of disciplines and specialist sectors.
- » Global organisation: international employee placement program – Australia, New Zealand, United Kingdom
- » Short term office transfer or project specific assignments.

Learning and Development

- » Young Engineer Induction Program
- » Formal Appraisal Programme providing regular feedback to support high performance
- » Regular goal and objective planning
- » Mentoring partnerships
- » Advanced training programs
- » Structured learning and training programs focused on building strong technical expertise
- » Leadership development programs across all levels of the organisation
- » Study Assistance for further education
- » Continuous learning:
 - › coaching by colleagues and managers
 - › workshops
 - › seminars
 - › conferences
 - › e-learning
 - › on the job experience
- » Discipline rotation program: young engineers
- » Application process for Chartered Status (Engineering positions) sponsored by NDY.



Work/Life Balance

- » Annual leave – total 25 days annual leave per annum
- » Maternity leave – 8 weeks paid leave
- » NDY offer Salary Continuance Insurance, which offers payment of 75% of your salary package should you be unable to work due to illness or injury (Australia and NZ)
- » NDY UK Offices offer their employees with:
 - › Life Insurance
 - › Critical illness Insurance and;
 - › Private Medical Insurance Cover

Financial Benefits

Remuneration

- » Competitive salaries based on skills and experience
- » Short term incentives offered to recognise and reward high performance

Other Benefits

- » Immigration – NDY are pre-approved business sponsors with the Department of Immigration which assist with different types of work Visas
- » Financial support for further education and studies
- » Relocation support – NDY offer relocation support packages
- » Employee referral rewards program available where a candidate is successfully placed through a referral
- » Employee Assistance Program

What we require from successful graduates

We seek ambitious, passionate and professional graduates who communicate well and demonstrate accountability and responsibility. You should have a natural ability to develop excellent consulting skills which means you will have great listening and communication skills to complement your academic achievements. In addition we look for:

- » Excellent and consistent academic results
- » Work experience (part time while studying)
- » Involvement in other activities (sports, clubs, interests, volunteer work)
- » Well developed communication and listening skills
- » Problem solving skills
- » Professional presentation

Applications

Applications should be submitted before the published closing date and include the following:

- » Full name
- » Postal address
- » Telephone contact
- » E-mail address
- » Letter of application
- » Preference for Discipline (e.g. Mechanical, Acoustics, etc.)
- » Office location. Please specify one location only. Note that interviews will be conducted in the city of the office stated in your application.
- » Academic qualifications including details of academic transcripts to date for tertiary studies (photocopies of transcripts are acceptable for the initial application)
- » Other education qualifications and awards
- » Work experience summary
- » Skills and competencies
- » Extra curricular activities
- » Personal activities and interests
- » Referees (two) names and contact details.

Applications will **not** be considered without all supporting documents.

Applications must be lodged via the NDY website at www.ndy.com/graduate. Please follow the links to the “Graduate Application Form”. If you wish to submit multiple attachments, please combine them into a single compressed zip file format.

The following points apply to these positions:

1. Applicants must have the right to live and work in the country of application.
2. Suitable applicants will be requested to attend a preliminary interview after which short listed applicants will be invited to attend an Assessment Centre with senior NDY management at the local office.
3. Details of working conditions, salary, conditions of employment, etc will be addressed at the first interview.
4. Successful applicants are usually appointed for commencement shortly after completing academic studies, however commencement dates can be flexibly arranged where mutually agreed.
5. Appointment of successful final year undergraduates is conditional on achievement of satisfactory academic results for graduation.
6. Closing dates for applications in each office are listed on the NDY website.

If you are interested in embarking on an exciting career with NDY, please forward your application now.

Our global sustainability report

Sustainability reporting was once considered a showpiece branding exercise, but companies now recognise that corporate social responsibility, environmental sustainability, transparency, ethics and integrity are not 'nice to haves'. They are non-negotiable brand values.

NDY is a pioneer in self-reporting having produced an annual sustainability report since 2012-13. We have adopted the Global Reporting Initiative's (GRI) G4 Guidelines as our benchmark, which increases our reporting stringency.

The key for NDY is that sustainability reporting is not just for the big players. Smaller, privately owned companies such as NDY are finding that sustainability reporting helps to demonstrate sustainability credentials across the supply chain. By using the same sustainability and reporting language as our key clients, we can engage and partner with them to build trust and create value.

In this context, sustainability reporting has become a business necessity that drives business strategy and shapes our decision and those of our stakeholders.

The NDY annual report enables us to understand the risks and opportunities inherent in our business model, streamline processes, reduce costs and improve efficiencies. It also informs our executive team and senior decision makers on investing in innovation, engaging with our supply chain and collaborating with our stakeholders.

In our most recent report we extended the depth of our content by focusing on our key clients, engaging them in a discussion around their sustainability challenges and how we might help them to achieve their goals.

NDY has placed a significant investment in the preparation of the report and its certainly rewarding to see the formal launch by the global head of GRI.

The report is produced in limited hard copies on FSC certified recycled paper and made available online via the NDY social media channels and our website.



Click here to view
the latest report:
ndy.com/annualreport

Thought leaders

At NDY we nurture our staff to be leaders in their fields of expertise, encouraging and rewarding being published and recognised across the industry. We take this approach across the company from graduates all the way to the CEO, using established industry magazines, Lifecycle (our own flagship industry publication) and social media. View recent thought leadership pieces through our social media channels:

 facebook
facebook.ndy.com

 twitter
twitter.ndy.com

 youtube
youtube.ndy.com

 linkedin
linkedin.ndy.com

Click below to watch one of our recent NDY TV episodes:



NDY Charitable Trust

NDY has a long history of contributing to the communities in which we live and work. We support our people in donating their time and resources to charitable organisations, and we actively encourage community volunteering.

This enduring commitment to charitable causes inspired us to establish the NDY Charitable Trust in 2011, which supports charities that provide on-the-ground assistance to communities and improves people's lives.

The Trust provides tangible outcomes through a combination of pro bono, in-kind and cash donations to selected charities around the globe. This complements the practical assistance NDY provides on volunteer projects driven by our pool of talented staff.

Since its launch in 2011, the NDY Charitable Trust has donated over \$250,000 to our sponsored charities.

Learn more about the NDY Charitable Trust at:
ndycharitabletrust.org

Key beneficiaries for the past financial year include:

Disaster Aid Australia for the delivery of emergency shelter and sustainable water solutions to those affected by natural or other disasters across the world.

Action on Poverty works with local organisations in Asia, Africa and the Pacific on community-based development, to help people build their own long-term livelihoods.

SkyJuice Foundation for the provision of low-cost, sustainable water treatment solutions for humanitarian projects and for emergency and disaster relief efforts

Project Seres to foster the emergence of sustainable communities in Guatemala by engaging, educating and empowering people to become leaders of positive change.

Vimba which funds shelter, food, informal education and regular health check-ups for children in Zimbabwe.

NDY Charitable Trust Management Committee

The Trust was established by NDY Charities Ltd and has a deductible gift recipient (DGR) status. Donations from the Trust must be to DGR-registered charities or entities.

The Trust is established as a separate structure and has its own management committee, comprised of a chairperson and member nominated by the Board, NDY's Chief Financial Officer and a staff member from each NDY office.

The committee meets monthly, and is responsible for:

- » Coordinating office donations
- » Gathering information on charity work being undertaken by NDY employees
- » Identifying and recommending company donations for NDY Board approval
- » Managing and accounting for donation funds.



Construction of classroom block at Mapere School begins



One of two school blocks completed as part of Vimba's Mapere Project



One of the many families to benefit from the great work done by Action on Poverty

Further Information

Please visit www.ndy.com for further information on Norman Disney & Young, and details of our Graduate Program.



215 Adelaide St, Brisbane



Royal Children's Hospital, Melbourne



Angel Building, London



Melbourne

115 Batman Street
West Melbourne
Victoria, 3003 Australia
Phone: +61 3 9862 6800
email: melbourne@ndy.com

Sydney

Level 1, 60 Miller Street
North Sydney
New South Wales
2060 Australia
Phone: +61 2 9928 6800
email: sydney@ndy.com

Brisbane

Level 14, 120 Edward Street
Queensland, 4000 Australia
Phone: +61 7 3120 6800
email: brisbane@ndy.com

Gold Coast

45 Nerang Street
Southport, Queensland
4215 Australia
Phone: +61 7 5512-1235
email: goldcoast@ndy.com

Canberra

Level 3, Endeavour House
Franklin Street, Manuka
Australian Capital Territory
2603 Australia
Phone: +61 2 6295 1788
email: canberra@ndy.com

Perth

Level 10
200 St Georges Terrace
Western Australia
6000 Australia
Phone: +61 8 9281 6800
email: perth@ndy.com

Adelaide

Level 8, 11-19 Grenfell Street
South Australia, 5000 Australia
Phone: +61 8 8290 6800
email: adelaide@ndy.com

Darwin

Level 1, 48-50 Smith Street
Darwin NT 0800
Phone: +61 8 8943 0634
email: darwin@ndy.com

Vancouver

#608 1166 Alberni Street
Vancouver British Columbia
V6E 3Z3 Canada
Phone: +1 604 734 9338
email: info@sterlingcooper.com

London

3rd Floor, Classic House
180 Old Street
EC1V 9RQ United Kingdom
Phone: +44 (0) 207 553 9494
email: london@ndy.com

Auckland

Level 5, AMP Centre
29 Customs Street West
Auckland, 1140 New Zealand
Phone: +64 9307 6596
email: auckland@ndy.com

Wellington

Ground Floor, 1 The Terrace
Wellington, 6011 New Zealand
Phone: +64 4 471 0151
email: wellington@ndy.com

Christchurch

Unit 1, Blackheath Complex 5
Wordsworth Street Sydenham
PO Box 29156 Fendalton
Christchurch, 8540 New Zealand
Phone: +64 3 365 0104
email: christchurch@ndy.com

Hong Kong

11th Floor, Central Tower
28 Queen's Road Central
Central, Hong Kong
email: info@ndy.com

Kuala Lumpur

(NDY Licensee)

Unit 806, Block B, Phileo
Damansara 1,
No. 9 Jalan 16/11, 46350 Petaling
Jaya, SDE, Malaysia
Phone: +603 7954 8810