Guidance and Preparation for completing the online survey

Providing sector intelligence to aid future planning - *A new initiative from CIHT for highways and transportation in the UK*

Overview

The transportation sector is growing and changing, with increasing expectations to provide sustainable transport, reduce carbon emissions, improve health, develop people and communities and provide employment, yet we know very little about the size and structure of employment and lack clarity around the type and volume of skills needed for the future of the sector.

CIHT aims to address this gap and provide the first comprehensive employment and skills map to help the strategic development of the sector. This initiative will include conducting a survey biennially and producing a dynamic report on the averages and trends unique to our sector.

To achieve this, CIHT is working with Pye Tait Consulting, an independent research agency. Your responses will be treated confidentially by Pye Tait Consulting. Responses will be reported anonymously to CIHT in line with General Data Protection Legislation (GDPR) and the Market Research Society (MRS) Code of Conduct. Any Personal Data you choose to provide (where asked) will be on a voluntary basis, treated in the strictest confidence by Pye Tait Consulting, and only used for the purpose(s) stated in the questionnaire.

We are keen to attract employers from across the sector, different-sized organisations and varying specialist expertise to fill in the survey, to ensure a diverse representation of the sector.

The survey results in the report will help employers to:

- Inform future work in this area and build the evidence base for strategic decisions
- Provide a true benchmark for highways and transportation businesses to measure against
- Demonstrate comparisons and trends which increase in knowledge value over time
- Establish an evidence base, from which we can collectively influence government on key issues for our sector
- Give clarity on the level of skills development needed within the sector
- Illustrate areas of diversity where time and investment will reap value
- Highlight the opportunities for attracting new talent to the sector

<u>Guidance and Preparation</u>

To be able to deliver a report with substance to support strategic planning and overtime to demonstrate our industry's trends within the workforce, we recognise that the list of questions is comprehensive.

To help and support employers in participating in the survey, we have compiled some guidance on what data the survey is requesting.

The survey will have a save and return function to allow you to complete the survey in short sessions of time if that is more convenient for the respondent. It will allow the respondent to go back to questions already answered, to check and if need be, make any amendments.

There will be a progress bar visible at all times to provide an indication of time to completion.

The sector:

For this survey, we are defining the highways and transportation sector as: businesses involved with the planning, design, construction, maintenance and operation of land-based transport systems and infrastructure in the UK.

The data – points to note:

1. We are interested in the most recent data you have on your employees.
2. We are looking for data on the employees who are involved in highways and transportation. Please include all staff who spend the majority, for example 75% or more, of their time in highways and transportation.
3. We understand that for some questions, your response will be a 'best educated guesstimate' and we are asking for approximate percentages and estimations.

We are using the following categories to group employees:

- <u>Frontline Operative</u> (e.g. TM, maintenance gang, banksman, road marking, plant operator, sign installation)

- <u>Contract and Account Management</u> (e.g. Client Relationship Manager, Contract Manager, Commercial Manager, Estimator, Strategic Stakeholder Engagement, Compliance)

- <u>Account Support / Enabling Functions</u> (e.g. Commercial, Finance, HR, legal, admin)

- <u>Professional Services /Design/Project Management</u> (e.g. Asset Management, Operations Manager, Technical Support Manager, Engineer, Transport Planner, Quantity Surveyor, Site Manager, Carbon/Climate/Environmentalist, Digital Manager, Safety, Quality Assurance, Performance, Innovation, Professor, Lecturer, Researcher)

- <u>Senior Management</u> (e.g. Director of 'business unit', MD, CEO, Board member)

- <u>Customer Services / Community Engagement / Communications / Work winning</u> (e.g. Marketing & Communications, Press Relations, Social Value, Community Liaison, Bid Manager, Business Development, Data Analyst/Manager, Market Analyst)

The questions:

The questions will cover:

1. Information about your business

   To establish a strong understanding of the organisations operating within our sector, we are interested to hear about the size of your business and the areas of expertise your organisation holds.

2. Workforce characteristics

   Questions are included to help identify a base line for diversity in gender, age, ethnicity of the sector's workforce. Over time this data will demonstrate the outcomes of our collective efforts in improving diversity within the sector, how well we represent the communities in which we work and where gaps may start to appear or widen in the workforce profiles and skill sets.

   Questions will ask for approximate percentages of your employees who fall into the various diversification groupings under gender, age, ethnicity.

3. Workforce make-up

   We are interested in the breadth of roles our sector can offer and how that may change over time, salary levels, the level of diversity represented specifically within senior management levels. These are all key factors in how we attract people and encourage them to view our sector as a place of choice to build their careers. This information will help to demonstrate, strengthen, and support the direction our sector is taking in becoming more inclusive and diverse, and it will help to identify the need and demand for specific skill sets.

   Questions will ask for approximate percentages of your employees as well as estimated numbers of apprentices and graduates, in different roles who spend the majority of their time working in highways and transportation.

4. Skills Training and Qualifications

   Training and qualifications of our people are central to lifting the sector, evolving and making progress and improving the outputs and outcomes that we collectively deliver. We are keen to understand the current and future needs, the changes in what new skill sets will be required as the sector adapts and embraces new ways of working. We also want to understand any barriers to delivering training as well as recruitment levels.

   Questions are asked on support provided to staff for achieving different levels of training and qualifications. The perceived importance of current and future types of skills and average investment in training by the organisation and the challenges faced when recruiting.

5. Future landscape for the sector

   Our sector is constantly changing and adapting to challenges, new and old. Some are more significant than others and we are keen to hear what you feel about anticipated and potential challenges we will all be facing in the coming years so we can support the sector and prepare as best we can.

   Questions will cover top challenges now and in the near future, opportunities and the new roles and technologies emerging, capacity and skills gaps.