

Role Profile

Planner

Reports to: Framework Manager

Department: Yorkshire

| Purpose |
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| Reporting to the Framework Manager, the Planning Lead is responsible for coordinating all proposals/tenders and project programming, advising both the Head of Proposals/Programme Delivery Lead and individual Project Managers on systems and labour requirements to effectively satisfy the Joint Venture's contractual planning and cost obligations. |
| Main Duties & Responsibilities |
| <p>Key Accountability and Responsibilities</p> <ul style="list-style-type: none"> • Pro-actively support the estimating and delivery teams to ensure that planning standards are maintained across all projects and planning & control procedures are adhered to. • Assisting with the tender, pre-construction and delivery of a range of opportunities and live projects by collaboratively developing and maintaining robust detailed project plans. • Assisting with establishing optimal construction methodologies, logic sequences and work outputs. • Appreciating and upholding the Health & Safety standards in all planning processes. • Developing animations of the project plan to aid digital rehearsal of the project construction. • Supporting the review of tender programmes and their compliance. • Fostering the planning culture with great focus on weekly planning updates and reviews of performance. • Monitoring the critical path and key milestones, advising the delivery team on any potential changes and leading challenge and mitigation actions. • Supporting the preparation of reports and update of information displayed on sites in line with the reporting cycles. • Ensuring that claimable delays are captured and quantified. • Supporting the development of programmes to demonstrate the impact of change in compliance with the contractual and project specific requirements. • Advising Operations and Commercial of project risks, float uptake and impacts to the contractual delivery dates. <p>Collaborative Working</p> <ul style="list-style-type: none"> • To work collaboratively with the client and wider project delivery team ensuring effective and timely communications, proactively managing the expectations of both client and the JV. <p>Audit and governance</p> <ul style="list-style-type: none"> • Comply with the governance as set out by the JV • Work with the JV and client audit team to ensure all documentation are available for audits as required. |

- Demonstrate compliance to ensure scores remain in the upper quartile.

Performance Measures

- Monthly and weekly reporting timescales are met.
- Delays and respective entitlements are identified and claimed.
- The successful and effective implementation of improved planning and project control systems.
- Productivity, accountability and quality of results.
- Cost control and commercial initiative/awareness.
- Effectiveness of communication between site and office based planning activities.
- Integrity, ethics and attitude.

Qualifications & Experience

| Criteria | Requirement | Essential/ Desirable |
|--------------------------|---|--|
| Qualifications/Skills | <ul style="list-style-type: none"> • HNC/D or equivalent in a related discipline • Demonstrate relevant experience commensurate with the seniority of the position, preferably including experience of staff management/supervision • Proficient in Primavera P6 and competent in MS Project | Essential Essential Essential |
| Knowledge and experience | <ul style="list-style-type: none"> • Experienced planner • Site based Engineering background • Experience in one or more civils, water, tunnelling or MEICA • Knowledge of current HSE requirements • Cost Control and commercial initiative/awareness • Good understanding of construction sequencing and how a project comes together, gained in a site level role for a contractor in the UK construction industry • Good knowledge of NEC and other relevant forms of contract • Experience of leading collaborative planning processes | Essential Desirable Essential Desirable Essential Essential Essential Essential |
| Personal Qualities | <ul style="list-style-type: none"> • Able to work well with senior personnel within the Joint Venture • Flexible approach to work • Ability to lead and motivate • Exceptional Integrity, ethics and attitude • Good communication skills, both verbal and written • Ability to communicate complex information to a wide range of audiences | Essential Essential Essential Essential Essential |

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| | <ul style="list-style-type: none">• Innovative and supportive of other team members to enhance the effectiveness of planning across the business | Essential |
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