

Job Description, Planner/Senior Planner – Work Winning



Job Title	Planner/Senior Planner
Location	London
Department	Work Winning, Ops, Project Delivery & Planning
Line Manager	Planning Manager
Number of Reports	1-2
Job Purpose	
Main result expected of the job holder	
To manage and support the work winning team and project teams with producing and reporting cost loaded work programmes/schedules in Primavera P6 format, for the purpose of co-ordinating works with Sub-contractors and other third parties working on the Railway network. The Planner is responsible for creating both tender and project programmes to support the company in securing future revenue, and leading project teams to ensure projects are completed safely, on time and within budget. The Planner will also own the planning processes from end to end, looking at the 6 week look ahead and coming up with a more advanced and proactive solution.	
Key Responsibilities	
List in priority order of the job's main accountabilities	
1	<p>Project Planning and Scheduling</p> <p>Produce and manage tender programme in Primavera P6 according to the scope of works, client expectation, project objectives and deliverables. Once contract awarded, develop the tender programme in co-ordination with Project Team into a fully integrated Baseline Programme in line with agreed WBS and in accordance with the client's Project requirements.</p> <p>Hands-on planning preparation, in conjunction with Project Team, optimise working programme to meet project objectives covering design, procurement, enabling, construction, commissioning, handover, and client key dates as appropriate.</p> <p>Validate construction methodologies, resource and cost loading, activity durations, schedule logic, float allocation and critical path identification, including those within supplier submissions.</p> <p>Capture and analyse project information including programme updates (e.g. critical path, resource histograms, cost forecasting). Work with Project Team to resolve logic errors, help explain changes due to updates, and update programme according to actions taken by the project team to resolve issues/delays.</p>
2	<p>Stakeholder Management</p> <p>Interface with other project teams, Functions (finance/commercial etc.) and Programmes Area. Liaise with external contractors and suppliers to organise programme development.</p> <p>Liaise with Project Managers and Engineers to discuss the progress of the project and address any issues that arise.</p> <p>Represent the project/business with all stakeholders at meetings.</p>
3	<p>Change Management</p> <p>Control and capture any variations or changes to the programme or scope of the project. Provide advice on the schedule impact of proposed changes and integrate approved changes into programme updates.</p>
4	<p>Reporting</p> <p>Ensure that all project reports, internally and externally are completed on time and that the reports are accurate and consistent.</p>
5	<p>Commercial Support</p> <p>Provide accurate cost forecasts from cost loaded schedules periodically.</p>

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	Assess the delays of client changes to the baseline programme and advise the Project and Commercial Manager if any Change Requests/Early Warnings are to be raised for the claims and extension of time (EoT) on the project.
6	<p>Project Documentation</p> <p>Ensure all programmes are numbered, recorded, issued and managed under IMS.</p>
<p>Job Dimensions</p> <p>Quantitative indices</p>	
<ul style="list-style-type: none"> • Manage 4-6 Tender/project programmes • Produce 2-3 reports per project • Type of Project – Civil, Electrical and Signalling • Coverage Area – mainly Southern, Western and Anglia 	
<p>Job Requirements</p>	
<p>Qualifications:</p> <p>A degree in Science, Construction or Civil Engineering. (Desirable) A minimum of HNC/HND in Engineering, Project or Construction Management, but other relevant experience will be considered. (Essential)</p>	
<p>Experience:</p> <p>Experienced in project/programme planning. (Essential) Experience of planning in a work winning/tender team (Essential) Experience from working on large-scale infrastructure projects (£500k+) (either as an individual or as a member of a team with specific areas of responsibility). (Essential) Site engineering and construction management experience. (Desirable) Experience in the making of day-to-day decisions for programme development issues. (Desirable) Railway environment experience. (Desirable)</p>	
<p>Knowledge:</p> <p>An understanding of project planning, scheduling, tracking, reporting and risk management. (Essential) Knowledge of Earned Value Management and Critical Path Analysis. (Essential) Knowledge of contractual issues in a project environment. (Essential) Be a subject matter expert providing in-depth detail on programmes at Tender/bid phase (Essential) Knowledge of financial control and procurement processes and techniques. (Desirable) Knowledge of the Prince 2 (or similar) methodology. (Desirable) Demonstrate knowledge of GRIP Process; design, procurement, construction (civils, electrical, signalling), commissioning and Handover. (Essential) Awareness of safety issues in an operating railway environment. (Desirable)</p>	
<p>Skills:</p> <p>Competent user of Primavera P6, as well as good IT skills, including the use of Microsoft Office and Project. (Essential) Excellent interpersonal and communication skills. (Essential) Strong Stakeholder management skill. (Essential) Ability to multitask and work under pressure. (Essential) Great attention to detail. (Essential) Work as part of a team and independently without supervision. (Essential) Driven to succeed and self-motivated with pro-active approach. (Essential)</p>	