

Job profile: Project Planner

This role involves the production of programmes for Design, Procurement, Construction, Installation & Commissioning activities for each project from tender through to completion; also reviewing the progress of programmes on a regular cycle and management reporting as and when required.

Your duties could include:

- Development of tender programme into construction programme with assistance from engineering/construction staff.
- Production of programmes from “First Principles” with assistance from engineering/construction staff
- Co-ordination of input from all departments into the programme
- Progress of programmes with site teams and highlight areas of concern and introduce mitigation measures
- Regular site visits as so to assist site teams with planning matters
- Liaison with site teams regarding input into programme development
- Collation of progress information & production of progress reporting
- Update programme following Change Control procedure

Entry Qualifications/Requirements

- HNC/HND (construction related) or NVQ Level 1/2
- Demonstration of knowledge and practical application of planning and construction activities
- Computer literate
- Construction Skills Certification Scheme (CSCS) card – Visitor

Skills & Quality Requirements

- Rational & systematic analysis of situation to enable decisions on more varies issues; questioning the evidence to evaluate issues
- Sees potential of new ideas and situations and takes practical approach to change – looking at impact it may have on self and others; demonstrating the ability to explain it to colleagues
- The capacity to review actions taken to identify improvements in efficiency or achievements of goals, using a range of methods; possessing some originality of thought
- Capacity to take longer term commercial view – understands some of the strategic implications of decisions
- Systematically works to set goals; striving to achieve consistent results and proactively identify and pursue new stretching targets and opportunities
- Able to call upon and manage diverse skills and methods in order to deliver results
- Communicates positively with clarity and understanding; confident, articulate presentations with structure and control
- Uses regular performance review to target needs for development and understands and recognises people’s career needs – using some coaching and feedback to help; building personal plans with them
- Cohesive and encouraging approach to team working; developing inter-team collaboration inside and outside the organisation.
- Adjusts behaviour & processes to meet customer and supplier expectations and looks to develop long-term relationships; places customer first

- Ability to take control of most everyday situations and to assume responsibility, organising and guiding where necessary
- Presents view point with confidence and clarity, demonstrating soundly structured case – pros and cons put forward with supporting evidence.

Working Conditions

Your work would generally be office based, but regular site visits are required. Working hours would typically be 35-40 hours per week, Monday to Friday.

Starting Band

The average salary for a planner is between £20,000 to £40,000, dependant on experience.