

Role Profile

Planning Lead

Reports to: Framework Manager

Department: Yorkshire

Purpose
Reporting to the Framework Manager, the Planning Lead is responsible for coordinating all proposals/tenders and project programming, advising both the Head of Proposals/Delivery Manager 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"> • To ensure all projects are planned to meet milestone and cost targets • To support the Project Manager, Construction Manager (where applicable) and Commissioning Manager in development programmes to meet their objectives • To oversee the management of the planning section and the development of computerised project planning techniques, with the objective of improving the Project Manager's ability to control the project programme costs and to manage resources to meet contractual deadlines • Prepare programmes for submission to and in accordance with client/customer requirements • Identify opportunity and risk during tender process and assist in the maintenance of the Risk Register • Identify / develop business case for / implement and administer robust planning platforms / packages for use at offices and sites • Set up robust reporting systems across the range of planning packages to be used including standard reports, progress reporting, KPI's and dashboards • Complete development of standard templates • Set up planning standards / planning procedures / good practice (Resources / Cost / Change Control / EOT's / QA / Document numbering and storage / interface with EPDM etc.) • Provide advice / guidance on preparing and defending extensions of time claims • Responsible for company and tender forward loads • To ensure that effective liaison procedures exist between site operations and office planning activities • Ensure a standard of quality of schedule reporting and forecasting for individual projects for both Company and Client Management • To effectively use all programmes, software, techniques and equipment and assign personnel to individual proposals and projects • To ensure early warning systems exist on individual projects for the schedule deviations to be notified at the earliest possible time for remedial action by Project Management • The supervision of training and induction of new staff with company systems and project planning requirements • To comply with all Health and Safety responsibilities commensurate with the role, as outlined in the Health and Safety policy • Any other duties commensurate with the position as may be assigned from time to time

Collaborative Working

- 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

Audit and governance

- 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

- 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 • Expert in using planning software 	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 	Essential Desirable Essential Desirable 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 	Essential Essential Essential Essential