## Planner

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| **Generic title** | Manager – 2 |
| **General Description** | A colleague at this level will take responsibility for delivering specific tasks, goals and objectives. They will work under direction but will be able to work without day to day support. They are expected to work proactively and deliver defined tasks to an industry standard.They will manage their own tasks within the context of a project or company objective. Whilst they will take day to day decisions on their own, they will refer significant decisions. They are accountable for the performance of a small team. In operations they will manage small or medium projects and site. They supervise larger teams of trades of co-ordinate significant functions on a larger project. In commercial they will manage costs and quantities on small projects or as part of a team on a larger project.  |

## Competencies

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| **Achieving Results** | Sets clear and appropriate goals that consider the bigger pictureDrives well to achieve consistent resultsDeliver a quality performance consistently |
| **Analytical thinking and decision making**  | Rational and systematic analysis of situation to enable decisions on more varied issuesQuestioning the evidence to evaluate issues |
| **Communication** | Communicates positively with clarity and understandingPresents information in a structured wayDemonstrates confidence when communicating in own subject  |
| **Dealing with change** | Positive attitude to change when presentedContributes to change in own area of work |
| **Teamwork** | Contribute to the overall team objectives Understand how to be part of a teamRegularly cooperate with team members |
| **Leadership** | Ability to take control of situations with one’s sphere of influenceAssume responsibility – organising and guiding where necessary |
| **Managing resources**  | Create a plan for a familiar project or processInterpret a plan and decide what resources are requiredBring resources together and ensure they are efficiently deployedAble to call upon and manage diverse skills and methods to deliver results  |
| **Negotiation**  | Understand the others point of viewMake an objective and structure case with pros and cons Understand the need to give and takeUnderstand and defend a position |
| **People Development**  | Can respond well within tested frameworks of development to identify own needsUse personal experience to build own skills  |

## Role definition

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| **Summary of role**  | To provide programmes, analysis of programmes and communication within the team as required by the senior planner / planning manager during tender stage and as required by the construction manager during the construction phase. |
| **Responsibilities and accountabilities**  | Produce fully logic linked design, procure and construct tender programmesProduce and assist in the production of tender logistics plans, method statements, and temporary works (TW) schedules (including scaffold)Engage with supply chain and team members to discuss and achieve optimum programme and method solutionsAssist project managers with onsite planning and reporting requirementsProduce robust fully logic linked design, procurement, construction and commission tender programmes compliant with tender sum, design (where appropriate) and methodology without assistance for small to medium sized projectsProduce tender deliverables as required (agreed at tender kick off meeting)Work with allocated operations support in the production of method statement and scaffold schedule etc and ensure that programme reflects agreed methodsProduce (or lead if outsourced) logistics plans / phasing plansEnsure all deliverables are produced to the agreed Tender Activity Programme (TAP) timescales to ensure they are available to other members of the tender team in good timeEngage with supply chain and team members to discuss and achieve optimum programme and method solutionsAttend all tender meetings incl. settlement if requiredIdentify, communicate and add key programme risks to the risk registerTake tender programmes for small to medium sized projects and in collaboration with site and/or project manager develop target and master programmes, fully logic linked with baselineIf there is no planner on site train the project manager to progress the programme and assist periodically with a reschedule |
| **Qualifications, training and technical knowledge**  | HNC (or equivalent) in Building Studies (or equivalent)CSCS Construction Planner |
| **Attributes and skills**  | Competent in project management software; must be competent with Asta PowerProjectExtensive experience in programme and project management, project planning, including programme controls, project review, and cost and risk analysisUnderstanding of the impact that commercial events and activities have on the baseline programmeExperience of working on multi-discipline construction projects within the sectors Morgan Sindall operatesGood attention to detail with the ability to work to challenging deadlinesAbility to recognise and record changeAbility to work as part of a team on site in some cases or be self motivated and work in isolation of other team members in other casesBusiness and commercial awareness to actively measure and monitor performance with the ability to present results in a logical manner to support continuous improvementNumerical and analytical skills with the ability to interpret data and information and produce it in a clear and logical formatAbility to work in a team environment with minimum supervisionLogical whilst creative approach to problem solvingOrganisational skills with the ability to prioritise workload and meet tight deadlinesOral communication and interpersonal skills with the ability to take a confident but diplomatic approach with colleagues and other internal and external customersShould have significant experience of restricted city centre building/construction sites, preferably in LondonExperience in site based planning Experience in the commercial or education sectors in refurbishment and new buildAbility to work in a team environment contributing across a project, site or areaGood management skills, with the ability to motivate self and colleagues to performGood planning and time management skills; able to manage activities simultaneously within compromising on standards and qualityAbility to ensure standards and specifications are met Ability to work with colleagues to contribute to project and operational performanceSound knowledge of construction practises and standardsSpecialist knowledge in chosen field  |