Role definition

|  |  |  |  |
| --- | --- | --- | --- |
| Job title: | Senior Project Planner | | |
| Reports to: | Tom Dickinson | | |
| Direct reports: | N/A | | |
| Business unit: | Baker Hicks Limited | Location: | Salford Quays |

Summary

|  |
| --- |
| The function of the Senior Project Planner is to develop and manage resource loaded project schedules, provide analysis, management and reporting to challenge and improve project execution.  The individual must be able to prepare comprehensive programmes / schedules in design/engineering, procurement and construction environments within life sciences and pharmaceutical environments. |

Key objectives

|  |
| --- |
| To manage and coordinate a planning process, analyse and challenge schedule / programme updates, progress and variance tracking, create dashboard reporting, manage project planning requirements in line with contractual arrangements.   * Work as part of a project management and planning team to build a best practice project control capability * Improve project performance * Monitor and Control Project schedule risks * Employ Earned Value practices (where required) * Lead planning practices * Self-Starter to support the needs of the project team |

Principal responsibilities and accountabilities

|  |
| --- |
| The Senior Project Planner will be working closely with the project leads to develop and manage schedules predominately in Primavera P6, although working knowledge of other platforms will be required e.g. MS Project. The Senior Project Planner must:   * ensure that the reporting relating to the project performance always reflects the most up to date status * provide work plans for completion with each discipline. * utilise provided data for reporting of progress against current baselines, report on variance and challenge visible trends with relevant teams   The key tasks associated with achieving this will include but are not limited to the following: -   * develop and manage resource loaded schedules and guide the project team to create a robust project baseline. * facilitate weekly project update meetings to challenge performance and further progress, update forecast to complete hours and implement changes derived from assessments made. * highlight potential risk, critical path analysis, and provide suitable mitigation measures to the appropriate lead. * support the change control process and implement baseline change requests * continually improve and streamline the planning process. Maintain a consistent process and evaluate benefits of reporting. * support the project with NEC contract project environment (where applicable) * produce Schedule Narratives * TRA, Float, dependency Management |

Person specification

Qualifications and training

|  |
| --- |
| * Primavera P6 and MS Project * HND or equivalent in engineering * Risk Management * Earned Value Management * Working knowledge of CEMAR NEC administration |

Technical skills and experience

|  |
| --- |
| **Required Skills and Experience**   * Experience of delivering Multi-disciplinary design projects within the life sciences sector * Technical proficient with Primavera P6 * Experience of Microsoft Project * Microsoft Excel including advanced formulas and pivot tables * Experience with Management Reporting * Experience of stakeholder Management * Experience with a variety of Construction Contracts * Presentation skills and the ability to run workshops * Good general software ability * Earned Value Management   **Desirable Skills**   * Risk Management * Change Management * NEC Contract (commercial awareness) |

|  |  |
| --- | --- |
| NAME | DATE |
| NAME: |  |
| NAME: |  |