

## Senior Planner

<b>Generic title</b>	Manager – 1
<b>General Description</b>	<p>A construction, commercial, project, technical manager or functional manager with considerable experience who performs a specific discipline over a wide range of complexities or large geographic area.</p> <p>They will manage their own workload within the context of a wider project or company objective. They will take significant decisions within their discipline with direction from a senior manager. They are accountable for their own work and their team's performance and its impact on their area or project.</p> <p>In operations they will manage all aspects of a mid-sized project, site of single function (e.g. M&amp;E or Special Works) on a larger scheme or area office. In commercial they will manage all aspects of estimating, design procurement or supply chain for a site, project or office.</p>

## Competencies

<b>Achieving Results</b>	<p>Sets clear and appropriate goals that consider the bigger picture</p> <p>Drives well to achieve consistent results</p> <p>Deliver a quality performance consistently</p>
<b>Analytical thinking and decision making</b>	<p>Rational and systematic analysis of situation to enable decisions on more varied issues</p> <p>Questioning the evidence to evaluate issues</p>
<b>Communication</b>	<p>Ability to choose most appropriate style of communication</p> <p>Able to listen actively by which we mean hearing and interpreting what is said</p> <p>Demonstrating sound questioning techniques</p>
<b>Dealing with change</b>	<p>Sees potential of new ideas and situations</p> <p>Take a pragmatic approach to change</p> <p>Considers impact of change on others as well as self</p> <p>Ability to explain the effects to colleagues</p>
<b>Teamwork</b>	<p>Develop inter-team collaboration inside and outside company</p> <p>Understand the role of a team and how it delivers the objectives</p> <p>Can adapt to different types of teams in most situations</p> <p>Take a cohesive and encouraging approach to team working</p>
<b>Leadership</b>	<p>Ability to take control of situations with one's sphere of influence</p> <p>Assume responsibility – organising and guiding where necessary</p>
<b>Managing resources</b>	<p>Create a plan for a familiar project or process</p> <p>Interpret a plan and decide what resources are required</p> <p>Bring resources together and ensure they are efficiently deployed</p> <p>Able to call upon and manage diverse skills and methods to deliver results</p>
<b>Negotiation</b>	<p>Understand the others point of view</p> <p>Make an objective and structure case with pros and cons</p> <p>Understand the need to give and take</p> <p>Understand and defend a position</p>
<b>People Development</b>	<p>Can work well within tested frameworks of development to identify others needs</p> <p>Use personal experience to build skills in other people</p> <p>Use informal and formal performance reviews to target needs for development</p> <p>Understand and recognise people's current career needs</p> <p>Coach and give feedback</p>

	Build development plans with others
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## Role definition

<b>Summary of role</b>	Provide planning management and support to both the pre-contract and contract operations for the business and coordinate with bid and construction teams to manage and control the planning and programming aspects of bid proposals and multiple projects in progress.
<b>Responsibilities and accountabilities</b>	<p>Tender stage:</p> <p>Produce tender programmes compliant with tender sum, design (where appropriate) and methodology</p> <p>Produce tender deliverables as required (agreed at initial tender meeting with planning manager / bid manager)</p> <p>Construction / delivery stage:</p> <p>Produce, manage and update the construction programme and its communication to internal and external customers and major stakeholders</p> <p>Manage and incorporate change events into the construction programme and jointly with the commercial team, secure full entitlement under the contract</p> <p>Provide detailed support and assistance to the project in order to enable the team to monitor pinch-points on the critical path and test and change logic where previously agreed to either improve upon the baseline programme or to mitigate potential delays</p> <p>Produce reports and programme commentary to customers on particular reporting requirements</p> <p>Produce programmes, reports and / or extract filters as required by the project team, including indication of deviation from the baseline programme</p> <p>In conjunction with the commercial team, produce earned value analysis data in compliance with the customer and Morgan Sindall's requirements</p> <p>Formally issue programme updates to the customer as required by the contract</p> <p>Attend progress meetings with internal and external customers and deliver presentation on project progress</p> <p>Develop and produce fully logic linked and integrated tender programme comprising the design, procurement, construction and commissioning compliant with tender sum, design (where appropriate) and methodology without assistance</p> <p>Manage the planning and programme process by closely monitoring and controlling the development and implementation of the programme and checking completeness of supply chain packages</p> <p>Ensure planning and programming is produced on time by understanding the planning process to meet challenging deadlines, understanding the interface and reliance between elements/disciplines, and developing and monitoring integrated design, procurement, construction and commissioning programmes</p> <p>Ensure processes are followed on all projects - producing robust master and managing programmes, following the programme management plan, and understanding supply chain scope</p> <p>Input to the risk management process</p> <p>Work with allocated operations support in the production of method statements etc and ensure that tender programme aligns with the pricing methods</p> <p>Develop and produce (or lead if outsourced) logistics and phasing plans</p> <p>Engage with supply chain and bid team members to discuss and achieve optimum programme and method solutions</p> <p>Attend all tender meetings as required and assist in the preparation of bid submission documents</p> <p>Identify, communicate and add key programme risks to the risk register</p> <p>Ensure effective communication of bid strategy and solutions to the project team</p>
<b>Qualifications, training</b>	Educated to professional level with a relevant degree or equivalent in a core

<p><b>and technical knowledge</b></p>	<p>business discipline                  Through understanding and experience in the use of project management software                  Extensive experience in programme and project management, project planning, including programme controls, project review, and cost and risk analysis                  Ability to plan construction works from first principles, preferably with experience in multi discipline major projects                  Extensive site experience on business related projects in a management or supervisory capacity                  Extensive experience of the impact that commercial events have on the baseline programme                  Extensive experience of working on multi-discipline projects within the Morgan Sindall sectors                  Bid and project planning experience on construction projects                  Experience in recognition and recording of any change in requirements                  Experience of actively measuring and monitoring performance and the presentation of the results in a logical manner to support continuous improvement                  Experience in the interpretation of data and information and producing it in a clear and logical format</p>
<p><b>Attributes and skills</b></p>	<p>Ability to work in a team environment contributing across a business unit or area                  Good management skills, with the ability to motivate self and colleagues to achieve high standards of compliance                  Good operational planning and time management skills; able to manage projects simultaneously without compromising on standards and quality                  Ability to ensure standards and specifications are met                  Ability to work with colleagues to deliver project and operational performance                  Sound knowledge of construction practices and standards                  Specialist knowledge in chosen field</p>