## 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 picture  Drives well to achieve consistent results  Deliver a quality performance consistently |
| **Analytical thinking and decision making** | Rational and systematic analysis of situation to enable decisions on more varied issues  Questioning the evidence to evaluate issues |
| **Communication** | Communicates positively with clarity and understanding  Presents information in a structured way  Demonstrates confidence when communicating in own subject |
| **Dealing with change** | Positive attitude to change when presented  Contributes to change in own area of work |
| **Teamwork** | Contribute to the overall team objectives  Understand how to be part of a team  Regularly cooperate with team members |
| **Leadership** | Ability to take control of situations with one’s sphere of influence  Assume responsibility – organising and guiding where necessary |
| **Managing resources** | Create a plan for a familiar project or process  Interpret a plan and decide what resources are required  Bring resources together and ensure they are efficiently deployed  Able to call upon and manage diverse skills and methods to deliver results |
| **Negotiation** | Understand the others point of view  Make an objective and structure case with pros and cons  Understand the need to give and take  Understand and defend a position |
| **People Development** | Can respond well within tested frameworks of development to identify own needs  Use 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 programmes  Produce 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 solutions  Assist project managers with onsite planning and reporting requirements  Produce 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 projects  Produce 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 methods  Produce (or lead if outsourced) logistics plans / phasing plans  Ensure 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 time  Engage with supply chain and team members to discuss and achieve optimum programme and method solutions  Attend all tender meetings incl. settlement if required  Identify, communicate and add key programme risks to the risk register  Take 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 baseline  If 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 PowerProject  Extensive experience in programme and project management, project planning, including programme controls, project review, and cost and risk analysis  Understanding of the impact that commercial events and activities have on the baseline programme  Experience of working on multi-discipline construction projects within the sectors Morgan Sindall operates  Good attention to detail with the ability to work to challenging deadlines  Ability to recognise and record change  Ability 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 cases  Business and commercial awareness to actively measure and monitor performance with the ability to present results in a logical manner to support continuous improvement  Numerical and analytical skills with the ability to interpret data and information and produce it in a clear and logical format  Ability to work in a team environment with minimum supervision  Logical whilst creative approach to problem solving  Organisational skills with the ability to prioritise workload and meet tight deadlines  Oral communication and interpersonal skills with the ability to take a confident but diplomatic approach with colleagues and other internal and external customers  Should have significant experience of restricted city centre building/construction sites, preferably in London  Experience in site based planning  Experience in the commercial or education sectors in refurbishment and new build  Ability to work in a team environment contributing across a project, site or area  Good management skills, with the ability to motivate self and colleagues to perform  Good planning and time management skills; able to manage activities simultaneously within compromising on standards and quality  Ability to ensure standards and specifications are met  Ability to work with colleagues to contribute to project and operational performance  Sound knowledge of construction practises and standards  Specialist knowledge in chosen field |