

Planning Manager

Generic title	Senior Manager - 2
General Description	<p>People at this level will manage a function, a number of managers or an income stream.</p> <p>In operations they will manage multidisciplinary construction projects or medium sized sites and their associated activities from conception through to completion, delivering work that meets project requirements, customer satisfaction and in accordance with Morgan Sindall standards. They will play a major role in ensuring Health, Safety and Environmental Policies are delivered.</p> <p>In commercial they will manage contracts and may lead on a framework, project, special works or design.</p>

Competencies

Achieving Results	<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>
Analytical thinking and decision making	<p>Rational and systematic analysis of situation to enable decisions on more varied issues</p> <p>Questioning the evidence to evaluate issues</p>
Communication	<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>
Dealing with change	<p>See potential of new ideas and situations</p> <p>Takes 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>
Teamwork	<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>Takes a cohesive and encouraging approach to team working</p>
Leadership	<p>Ability to take control of situations with one's sphere of influence</p> <p>Assume responsibility - organising and guiding where necessary</p>
Managing resources	<p>Create a resource plan for an unfamiliar or potentially complex project</p> <p>Manage others to implement effective planning, problem-solving and decision making</p> <p>Understand the resource implications on the business plan</p>
Negotiation	<p>Understand the other's point of view</p> <p>Make an objective and structured case with pros and cons</p> <p>Understand the need to give and take</p> <p>Understand and defend a position</p>
People Development	<p>Grow a team that is aligned with the business objectives</p> <p>Understand strengths and weaknesses of team members and work with them to good effect</p> <p>Understand ambition and manager expectations</p> <p>Use of a wide range of development tools</p>

Role definition

Summary of role	Provide planning management and support to both the pre-contract and contract operations for the business.
Responsibilities and accountabilities	<p>Provide coordinated planning strategies</p> <p>Provide programmes as required for pre-construction and construction activities</p> <p>Produce and monitor programme and planning activities</p> <p>Provide planning direction, training and support to key members of the project team</p> <p>Anticipate opportunities for risks in advance and advise on options to resolve</p> <p>Produce tender programmes compliant with ITT, tender sum, design (where appropriate), assurance, and methodology agreed with suppliers and bid teams</p> <p>Produce other programme tender deliverables as required by bid team</p> <p>Deliver presentation of tender programme to both Internal and external customers</p> <p>Objectively assess progress of project independently of project team</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 Sindalls' 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>Acquire full conversance with planning software system and ensure upgrades are understood and implemented</p> <p>Maintain awareness of current Morgan Sindall health and safety requirements and changes</p> <p>Effectively communicate bid strategy and solutions to construction team</p> <p>Influence and support team members to innovate and achieve optimum solutions</p> <p>Provide feedback on objectives and identify training and development needs</p> <p>Assist in the preparation of submission documents</p> <p>Attend post tender negotiations with a view to taking increased responsibility</p> <p>Proactively offer problem solving ideas and solutions</p>
Qualifications, training and technical knowledge	<p>Competent in project management software preferably Primavera Version 6+</p> <p>Extensive experience in programme and project management, project planning, including programme controls, project review, and cost and risk analysis</p> <p>Understanding of the impact that commercial events and activities have on the baseline programme</p> <p>Experience of working on multi-discipline civil engineering projects</p>
Attributes and skills	<p>Ability to work in a team environment contributing across a business unit or area</p> <p>Good management skills with the ability to motivate employees to achieve high standards of compliance</p> <p>Excellent organisational, planning and time management skills; able to manage projects simultaneously with compromising on standards and quality</p> <p>Sound knowledge of the construction industry</p> <p>Ability to ensure standards and specifications are met</p> <p>Ability to work with senior management to set project and operational targets</p> <p>Excellent negotiation and diplomacy skills and the ability to make a sound business case to senior stakeholders</p>

