## Planning Manager

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| **Generic title** | Senior Manager - 2 |
| **General Description** | People at this level will manage a function, a number of managers or an income stream.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.In commercial they will manage contracts and may lead on a framework, project, special works or design. |

## 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** | Ability to choose most appropriate style of communication Able to listen actively by which we mean hearing and interpreting what is said Demonstrating sound questioning techniques |
| **Dealing with change** | See potential of new ideas and situations Takes a pragmatic approach to changeConsiders impact of change on others as well as selfAbility to explain the effects to colleagues |
| **Teamwork** | Develop inter-team collaboration inside and outside companyUnderstand the role of a team and how it delivers the objectivesCan adapt to different types of teams in most situationsTakes a cohesive and encouraging approach to team working |
| **Leadership** | Ability to take control of situations with one's sphere of influence Assume responsibility - organising and guiding where necessary |
| **Managing resources**  | Create a resource plan for an unfamiliar or potentially complex project Manage others to implement effective planning, problem-solving and decision makingUnderstand the resource implications on the business plan |
| **Negotiation**  | Understand the other's point of view Make an objective and structured case with pros and consUnderstand the need to give and takeUnderstand and defend a position |
| **People Development**  | Grow a team that is aligned with the business objectivesUnderstand strengths and weaknesses of team members and work with them to good effectUnderstand ambition and manager expectationsUse of a wide range of development tools |

## Role definition

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| **Summary of role**  | Provide planning management and support to both the pre-contract and contract operations for the business. |
| **Responsibilities and accountabilities**  | Provide coordinated planning strategiesProvide programmes as required for pre-construction and construction activitiesProduce and monitor programme and planning activitiesProvide planning direction, training and support to key members of the project teamAnticipate opportunities for risks in advance and advise on options to resolveProduce tender programmes compliant with ITT, tender sum, design (where appropriate), assurance, and methodology agreed with suppliers and bid teamsProduce other programme tender deliverables as required by bid teamDeliver presentation of tender programme to both Internal and external customersObjectively assess progress of project independently of project teamProvide 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 delaysProduce reports and programme commentary to customers on particular reporting requirementsProduce programmes, reports and / or extract filters as required by the project team, including indication of deviation from the baseline programmeIn conjunction with the commercial team, produce earned value analysis data in compliance with the customer and Morgan Sindalls’ requirementsFormally issue programme updates to the customer as required by the contractAttend progress meetings with internal and external customers and deliver presentation on project progressAcquire full conversance with planning software system and ensure upgrades are understood and implementedMaintain awareness of current Morgan Sindall health and safety requirements and changesEffectively communicate bid strategy and solutions to construction teamInfluence and support team members to innovate and achieve optimum solutionsProvide feedback on objectives and identify training and development needsAssist in the preparation of submission documentsAttend post tender negotiations with a view to taking increased responsibilityProactively offer problem solving ideas and solutions |
| **Qualifications, training and technical knowledge**  | Competent in project management software preferably Primavera Version 6+Extensive 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 civil engineering projects |
| **Attributes and skills**  | Ability to work in a team environment contributing across a business unit or areaGood management skills with the ability to motivate employees to achieve high standards of compliance Excellent organisational, planning and time management skills; able to manage projects simultaneously with compromising on standards and qualitySound knowledge of the construction industryAbility to ensure standards and specifications are metAbility to work with senior management to set project and operational targetsExcellent negotiation and diplomacy skills and the ability to make a sound business case to senior stakeholders  |