

**Job Code 062**

**Assistant Planner**

**Reporting to:**

Planner

**Purpose:**

Provide a planning and programming resource for pre-contract and project teams

## Managing the Process

- Working under the Planner to provide planning support to various departments such as Operations, Estimating and Design.
- Assisting Planner with the preparation of design, procurement and Contract & Build programmes using Asta Powerproject
- Monitoring progress throughout the construction process and comparing this with the planned programme
- Liaise with site Teams to prepare Weekly/Monthly Progress updates /Drop lines for Build and Contract Programmes
- Preparation of short term Programme as required
- Assisting with the production of Build Methodology
- Preparing site logistics plans
- Assisting the Planner with evaluation of project tender documents to enable the compilation of compliant and logically sequenced programmes
- Assisting in Development of tender programmes into construction programmes(Build & contract programme)

## Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Working knowledge of Asta Powerproject			
Knowledge of Adobe acrobat			
Construction methods and technology			
Design knowledge			
Planning techniques			
Computer literate in standard Microsoft Office packages.			
Temporary works			
Health and safety			
Environmental legislation and issues			
Risk management			

## The Candidate

- An energetic, proactive, hands-on, confident and self-motivated approach
- Must work well as part of a team and possess strong communication skills
- Ability to work under pressure and to meet challenging deadlines
- Proven track record in producing accurate programmes and sequencing outputs
- Fully Proficient in using Asta Powerproject
- Ability to use all Microsoft office software
- Ability to accurately interpret drawings, specifications and other construction information
- Experience of working with the supply chain