MORGAN SINDALL

Planner

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

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 Primavera P6 or 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 centres building/construction sites. 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