

Job Description

PER-34

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Company Name: VolkerFitzpatrick Ltd

Business Unit: Rail

Contract No & Name:

Role:	Planner	Reports to (Business):	Project Manager
Location:	Project Based	Reports to (Function):	Project Manager
		Current Job Holder:	

Overall Role Purpose:

To maintain an overview of all aspects relating to Planning/Programme for the project
 To support the Project Manager with managing all aspects relating to Planning/Programme for a particular project(s) and assist in defining a methodology.
 To add value to the project(s) by promoting 'best value' design solutions
 To portray a professional and responsible image of the company to the clients, their colleagues and contractors
 To contribute to the 'Bid Team' delivering programme advice, value engineering options, operation delivery solutions, preliminary input and bid document information
 To promote Health Safety and Quality to the projects and through the tender process
 To ensure that the company processes for weekly/monthly progress monitoring and reporting are fulfilled for relevant project/s

Key Accountabilities:

(describe the key tasks and responsibilities the job-holder has on an on-going basis)

RESPONSIBILITIES

1. GENERAL:

- Be fully aware and understand the requirements and implications, to yourself and others, of the company's current health and safety, environmental and quality policy (this could apply to all the company policies)
- Be responsible for updating your personal information and site information, as designated, on the company intranet (workspace)
- At all times, to act professionally and promote the company's best standards and practices
- Implement the VolkerFitzpatrick planning process and procedures

2 TENDER:

- **The planner will**
- Input into tender programme production from the drawings and specifications for inclusion in the bid documentation
- support the 'Bid Team' in producing documentation for the tender submission, such as Method Statements, preliminaries, site visits
- will be required to attend interviews as requested
- assist the 'Bid Team' in preparing temporary works enquiries for pricing

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3 PRE-CONSTRUCTION:

- **The Planner will**
- Support the Project Manager in ensuring that the logic linked Design / Procurement programme is produced and routinely maintain progress with site personnel
- Support the project Manager in ensuring that the construction programme is developed and routinely maintain progress with the project manager.

4 CONSTRUCTION:

- **The Planner will support the Project Manager**
- ensuring that the logic linked Construction programme is issued and agreed
- ensuring that the progress is marked up routinely for the reporting procedures (Design and Construction programmes)
- in setting up a weekly reporting procedure to monitor site activities
- by assisting in producing recovery programmes where required
- and Project Surveyor in developing programme information in conjunction with claim situations
- ensuring 'As built' programmes are produced in accordance with procedures

5 POST CONSTRUCTION:

- **The Planner will support the project Manager and Design Manager**
- in attending and contributing to the Post Contract Review meetings
- by giving feedback to the review meetings on programme performance and giving a 'lessons learnt' talk.
- taking 'lessons learnt' from projects onto new projects

6 OTHER :

- **The Planner will**
- ensure programming is undertaken in accordance with agreed company processes .
- give onsite training to the project management team on planning and programming techniques and software
- give on site advice to the project management team
- Promote equal opportunity, inclusion and diversity in recognition of the differences that exist between all peoples' irrespective of race, colour, religion, nationality, ethnic origin, sexual orientation, gender including transgender, age, disability, marital status including civil partnerships or part-time status

Interfaces:

Definition of the mutual expectations between roles that are interdependent and have points of interface. Think of the key processes in which this role is involved and the interfaces within this.

Internal Contacts	External Contacts
All site personnel	Sub-contractors
Visiting Managers and Directors	Material suppliers
	Clients

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	Local Authorities

Delegated Authority:

(the decisions that the role holder is allowed to make)

As defined by SMP.

Limits of Financial Authority:

No financial authority.

Career Path Information

Required Qualifications / Expertise:

Relevant construction/civil engineering qualifications desirable or Site Agent.
Experience in site based activities
Experience/knowledge in planning software P6
General knowledge of Possession planning
5 years' experience working Multi-disciplinary projects
PTS
CSCS

Key Competencies Required for this Career Level

Technical	Behavioural
Good communicator	Assertive
Team Leader	'Can do' Attitude
Business Awareness	Able to work under pressure
Knowledge and understanding of construction management	Self-motivated
	Proactive
	Effective use of Initiative

SAFETY RESPONSIBILITY STATEMENT:-

I agree that I will comply with the following

- That I am responsible for my own safety and the safety of others who may be affected by what I do or fail to do.
- Responsible for wearing the personal protective equipment (PPE) provided, reporting any defects to it and ensuring that it is in good order and clean
- Responsible for reporting any defects to my work equipment and for reporting any hazards in the area in which I work, to my line manager.
- Report any concerns regarding health & safety to my line manager
- Responsible for compliance with any systems designed to protect the public from hazards resulting from my work activity

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- Not to damage or misuse any item provided for safety.
- Comply with all company and site rules relating to health & safety

Please note: This Job Description is not exhaustive and staff will be required to undertake duties other than those listed:

Agreed copy _____
Signature Name Date

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