

## **JOB DESCRIPTION**

### **Company Planner**

As Company Planner you will be responsible for the production of detailed, logical programmes for all works associated with the lifecycle phases from tender to completion of the projects.

In this role you will be responsible to the Construction Manager.

### **Our Core Values**

At Meldrum, we place real importance on recruiting the right person for the right role. Our Core Values govern the culture and behaviours we expect all of our employees to personify.



#### **Integrity**

Being honest and having strong consistent moral and ethical standards combined with mutually beneficial colleague relationships in order to drive positive behaviour and culture. Respect and trusting in each other's ability to do our job well, being accountable for our own actions and therefore being part of a successful team.



#### **Pride & passion**

Placing a high importance on the value of the positive contribution each of us makes to the Organisation and the strength of commitment to do so.



#### **Quality**

Providing a level of service in line with our Quality, Environment Management Safety System (QEMS) and Best Practice.



#### **Innovation**

New methods of working which drives efficient behaviours and Continuous Improvement.

### **Key Responsibilities**

This will include, but not limited to, the following duties:

- Gathering of information and creation of reports to substantiate progress measurements, ensuring that the programme is communicated effectively both internally and externally and liaising with the Project / Site Managers, Site Engineers and Sub-Contractors to ensure that the programme keeps abreast of any changes
- Have an understanding of contracts such as the JCT, NEC, ECC3 and their requirements
- Take part in project handover meetings engaging the design team, project managers / and planning best practices
- Support programme integration, formats, plan optimisation, and planning best practices
- Work within the company multi-disciplinary departments
- Keep abreast of current & new planning techniques, technologies and initiatives
- Prepare progress reports based on base line programme and critical path and any other required rescheduling
- Maintain records and as built programmes
- Produce detailed claims and EOT programmes
- Understand all current build systems and methods
- Understand and plan Health and Safety requirements into the programme
- Working with the bid team, understanding tender and employer / stakeholder requirements and constraints
- Producing tender programmes and quality submission documents ensuring all constraints are



understood (above)

- Add value engineering proposals into the tender
- Produce scaffold schedules for pricing
- Production of cost plan programmes
- Engage with specialist subcontractors to gain optimum activity and procurement periods

### **Continuous improvements**

You will contribute to the overall running and continuous improvement of the business, along with development of the Department, by ensuring that the highest professional standards are maintained to continually improve the service given to Clients. This includes:

- Identifying problems and offering solutions.
- Ensuring the Company's QEMS procedures are followed as they relate to the Construction Department, and offering suggestions as to their development and improvement
- Encouraging and developing teamwork both within your team and between teams, internally and externally
- Have an excellent understanding and are compliant with the QEMS, particularly the processes outlined in IP05 & IP06

### **General requirements**

You will be expected to maintain the highest levels of confidentiality at all times regarding the company and its Clients. You must also work efficiently and safely at all times in accordance with the appropriate training, the Company Safety Policy and HSE guidelines.

Your ability to relate well with Clients and Staff and to maintain high professional standards is very important, alongside your ability to communicate in a clear, concise manner both in writing and verbally. In doing so you must also ensure an appropriate standard of dress and personal appearance is maintained at all times.

You should demonstrate and use initiative to carry out work with minimal supervision, including the skills to prioritise and work to strict deadlines whilst being thorough and paying close attention to detail. This will be reinforced by demonstrating an enthusiastic, flexible and conscientious approach to work.

Once inducted, you should demonstrate a clear understanding of the Company's structure, values and procedures, including the QEMS. In relation to this, you must advise your line manager immediately of any visits to site by external agencies such as the Health & Safety Executive, Environmental Health Officers etc.

The main duties listed above are not intended to be exhaustive and may be revised in accordance with the requirements of the department and the company.

Signed:.....  
Director

Date:.....

Signed:.....  
Employee

Date:.....



**PERSON SPECIFICATION**  
**Company Planner**

Criteria	Essential	Desirable
<b>Experience/ Skills</b>	<ul style="list-style-type: none"><li>• Use of Asta Powerproject (preferred) or other planning software with the ability to adapt to Asta Powerproject</li><li>• Presentation, facilitation, communication and influencing skills</li><li>• Motivated with the ability to build good working relationships and influence people</li><li>• Excellent written and verbal communication skills</li><li>• Experience of MS Office suite (Word / Excel)</li><li>• Well organised and methodical</li><li>• Able to work without day to day supervision</li><li>• Flexibility and tenacity to be able to achieve project objectives and overcome barriers to progress</li><li>• Be able to demonstrate a clear understanding / experience within construction / planning</li></ul>	<ul style="list-style-type: none"><li>• Previous experience within the construction industry</li></ul>

Signed:.....  
Director

Date:.....

Signed:.....  
Employee

Date:.....