



# JOB DESCRIPTION

**Job Title: Graduate Trainee Construction Planner**

## **A. ROLE PURPOSE**

The Graduate Trainee Construction Planner will be involved with creating and updating programmes for all the work needed on construction projects and direct activities. These programmes will establish the protocol, practices, and general steps for maintaining the schedules of the Project.

The role holder is required to work closely with construction planning management; estimators; engineers; surveyors and architects to keep projects on track and manage priorities whilst assisting with the following tasks: overseeing logistics, deploying resources, managing budgets, monitoring inventory and production schedules, creating planning studies and generating reports about new programmes, plans & regulations, all of this to ensure that work is on schedule.

This opportunity will provide a wealth of practical hands-on experience working alongside industry leading professionals.

## **B. ROLE RESPONSIBILITIES (Overview)**

Observe, assist & support the construction planning management with the following tasks:

- Create, maintain and review construction schedules and plans;
- Deal with external contractors and suppliers to organise the many phases of the construction development;
- Ensure that projects are completed on time and within the budget;
- Produce progress reports and forecasts for team members, clients and stakeholders;
- Use project management tools to plan timeframes;
- Work with estimators to calculate the resources needed for a project;
- Plan contingency programmes in case timeframes change;
- Derive cash flow, resources, design, engineering and procurement schedules from the baseline;
- Carry out regular weekly and monthly updates of the works and compare those with the baseline.
- Generate internal and external weekly and monthly reports in coordination with all project team members and all other stake holders highlighting the status update, important achievements, forward planning, areas of concerns etc;
- Driving the delivery of business and corporate plans for own areas of responsibility;
- Additional duties associated with the role as determined by the management.

## **C. EXPERIENCE AND QUALIFICATIONS (Minimum Experience & Essential Knowledge)**

### **ESSENTIAL CRITERIA**

- Bachelors degree in Construction related subject or another relevant discipline.

### **AND**

- Good knowledge and experience using planning software: Primavera P6, Asta PowerProject, MS Project.

**In addition to the above:**

- An ability to communicate with a range of people, including customers, clients and key stakeholders both verbally and in writing;
- Interpersonal skills with ability to negotiate to achieve the best price from suppliers;
- Logical approach to problem solving along with solid analytical skills, understanding of business processes and systems optimisation;
- Eager to learn with a keen eye to for detail especially in relation to numerical data;
- Excellent multi-tasking abilities;
- Highly skilled in prioritising and organising;
- Comfortable interacting with all levels of management in multiple areas;
- Proficient with MS Office, in particular Excel.
- Commitment to meet targets and deadlines.

### **DESIRABLE CRITERIA**

- Work experience gained through working in construction/ engineering in the last 3 years;
- Supply chain qualification, CIPS or equivalent;
- Knowledge and/or experience of planning at tender, preconstruction and delivery stages;
- Experienced with Business Planning Metrics.
- Knowledge of the ISO 9001 and ISO 14001