

## Job description

**Job Title: Planner**

**Location: Office based, Regional**

**Department: Delivery**

**Position Reports To: Programme Manager**

**Salary: Up to £45,000 per annum dependent on experience**

### **Company Overview**

Gigaclear is a high growth company delivering fibre-optic broadband to underserved rural communities in England. Started in 2010, the company is expanding rapidly across England. With head offices based in Abingdon, Oxfordshire and a significant proportion of staff based in the field Gigaclear currently has over 280 employees and is pursuing ambitious growth plans.

### **Purpose of the job**

You will play a critical role as the Planner on some of the most exciting infrastructure projects that aim to bring ultrafast broadband to the most challenging to reach parts of rural England. Day to day you will support the programme manager in producing project plans from inception to completion and manage all changes and their impact on the plans and schedules. Alongside the Project Controller you will also drive performance against the project plan to deliver on time, cost and quality.

### **Key Accountability & Responsibilities**

- Assists Programme Manager and Project Managers in interactive planning sessions, capturing the outputs to form the basis of project schedules
- Establishes and maintains the schedule components of Performance Measurement Baselines (PMBs) for all projects, including Budgeted Cost of Work Scheduled (BCWS)
- Performs assessments of the potential schedule impact of all proposed changes to the PMB and incorporates all approved changes into the PMB
- Ensures that all project schedules are aligned to the Enterprise Planning Structure (EPS)
- Ensures that all mandatory milestones are included within project schedules
- Provides a review of all contractor/supplier schedules that are submitted for acceptance, and makes recommendations to the Programme and Project Managers on the formal acceptance, or not, of those schedules
- Monitor and consolidate the overall project plans
- Updates all project schedules with actual progress and robust forecasts, on a monthly cycle
- Supports Project Controllers in analysing work performed, schedule variances and determining Budgeted Cost of Work Performed (BCWP)
- Ensures that project schedules are appropriately cost and resource loaded, working in conjunction with the Project Controller
- Reviews any float erosion and provides the project manager with information on the perceived likelihood of delivery in accordance with the currently approved PMB
- Supports Project Controller in providing accurate Estimate At Completion (EAC) by providing accurate schedule forecast information

- Supports the Planning Manager in assessing the impact of regional projects one-on-the-other, including undertaking resource smoothing/optimisation across the regional portfolio as/if directed
- Provide a clear, visible, accurate and transparent account of the project critical path analysis
- Analyse critical path and constraints to determine effect of changes to schedule and recommend work-around

## **Knowledge & Skills**

- Previous experience within a relevant project controls/PMO environment
- Working knowledge of the planning tools such as Primavera P6 or similar software
- Demonstrable experience of building and updating logic-driven, resource and cost loaded project schedules
- Good understanding of Earned Value Management (EVM)
- Good understanding of Critical Path Analysis (CPA)
- Have a solid proven experience working on large projects within Rail, Infrastructure, Utilities, Aviation, Highways or Civils or Buildings
- Be knowledgeable of working with Primavera P6 and capability to create Plans from scratch
- Understand Risk management
- Knowledgeable of working with NEC contracts

## **Qualifications & Accreditations**

- Demonstrable planning experience is essential
- NQF level 5 or equivalent is desirable
- Membership of a relevant professional body is desirable

## **Our Values**

**Find a way** - we will work together to deliver market-leading solutions and provide customer service excellence to our communities

**Do the right thing** - we always base our decisions on what we believe is fair, considerate and in the best interest of our customers and our colleagues

**Be committed** - we are all accountable for our actions and work relentlessly with our many customers to deliver on our promises

**Keep it simple** - we take potentially complex and confusing information and we make it easy for everyone to understand

*This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may be varied (after discussion), subject to the needs of the business and in keeping with the general profile of the role.*

*Gigaclear is not currently engaging with any external recruitment agencies or suppliers for this role. Gigaclear has a preferred supplier list of Agencies / Suppliers with whom T&Cs have been agreed and Gigaclear will only accept CVs from these suppliers for roles we have formally requested they work – this request will come from a member of the HR team. Any speculative CVs submitted without this request will be deemed property of Gigaclear and may be engaged with directly without Gigaclear being liable for any “introduction fee”.*