



BRIGGS

Job Profile: Project Planner

Organisational setup and Job Information	
- Location:	Briggs of Burton Plc - based in Burton-On-Trent
- Department:	Engineering
- Reporting line:	Lead Engineer
Job Focus	
<p>We have an exciting opportunity for a Project Planner, to join a world class technical engineering company, who are growing year on year. With the recent growth across our Project Control team, we are looking for an enthusiastic and motivated Project Planner to join our team, where you will develop and implement the planning, scheduling and process methodologies for the Project Team, growing your skills and developing your career within a collaborative and encouraging environment.</p> <p>You will be a valued member of the growing Project Control function, working across varied domestic and international projects in an exciting and changing environment, there will be opportunities to add value and make a difference in our delivering capability to our customers.</p>	
The role & Responsibilities	
<ul style="list-style-type: none">• Ensuring that all schedules are generated with project structures (WBS, CBS, OBS), maintained and updated in line with the planning cycle, and that the plan is fully linked and coded to support schedule, resource, financial measures and controls.• Integrate risk by developing schedules that include activities, time and resource estimates for risk mitigation as appropriate.• Ability to perform and analyse Critical Path Analysis/EVM• Responsible for the analysis and production of management information in line with project reporting cycles. Identification and use of Earned Value Management techniques.• Maintain and update resourced schedules (at team level), advising on resource clashes and potential issues, in order to obtain commitment from Resource Managers and suppliers for resource Load and Capacity.• Ability to influence and clearly communicate within an integrated multi-functional team now working independently prioritise workload and manage conflicting demands	
Desired Knowledge & Experience	
<ul style="list-style-type: none">• Industry experience preferable civil large plant installation.• Strong knowledge and skills of scheduling software (preferably Primavera P6).• Demonstrate good experience of working and delivering in cross functional teams.• Experience of Project Management Toolsets - Microsoft project and Office, SharePoint, SAP.	

Required competencies & behaviour

- Result driven, confident and dynamic personality.
- Self-motivated with ability to gel and proactively support existing and future teams.
- Communicate problems / issues.
- Strong focus on quality, completeness, consistency, and accuracy engineering deliverables.
- Work to deadlines.
- High level of integrity, open mindedness, and flexibility.
- Work as a team to increase efficiency and communication.
- Excellent communication skills, sociability, and social know-how.

Remarks:

- This job description is issued as a guideline to assist you in your duties, it is not exhaustive. Due to the evolving nature and changing demands of our business this job description may be subject to change.
- You may, on occasions, be required to undertake additional or other duties within the context of this job description, and according to the needs of the Company