

## Job description

**Job Title:** Planning Manager

**Location:** Abingdon, Head Office

**Department:** PMO

**Position Reports To:** Head of PMO

At Gigaclear, the Programme Management Office (PMO) supports the rollout of Gigaclear's ultrafast broadband network to deliver safely, and on time, cost, and quality through the provision of effective performance management, planning and controls.

### **Purpose of the job**

You will play a critical role as the functional lead for Planning across our portfolio of exciting infrastructure projects that aim to bring ultrafast broadband to the most challenging to reach parts of rural England.

You will act as the system owner and SME for Primavera P6 with full accountability for the Enterprise Project Structure and will coach and mentor a regionalised team of planners. You will also develop and own the integrated master schedule for the portfolio in support of our business planning and supply chain management processes.

### **Key Accountability & Responsibilities**

- Translates business strategy and objectives into relevant objectives for the planning function
- Leads the governance and compliance of the planning processes
- Provides functional leadership to Project and Programme Managers and Regional Planners for all matters pertaining to planning
- Develops, implements and maintains high quality planning policies, processes and procedures
- Functional and technical accountability for the company's planning tool Primavera P6
- Develops, implements and maintains the company's Enterprise Project Structure (EPS) and Work Breakdown Structure (WBS)
- Develops, implements and maintains the Integrated Master Schedule for the capital investment portfolio
- Perform integrated baseline reviews with regional and HQ teams
- Accountable for the overall integrity of all project schedules contained within the company's planning system
- In conjunction with the Head of PMO, manages and presents portfolio and programme performance through analysis, dashboards and other reports
- Undertakes programme and portfolio level optimisation of plans, resources and costs
- Assesses and develops the department's capabilities in line with the business needs

### **Knowledge & Skills**

- Demonstrable experience in establishing and leading a planning function
- Previous lead/management experience within a relevant project controls/PMO environment
- Demonstrable knowledge and expertise in all aspects of planning/scheduling in a major capital project delivery environment

- Have solid proven experience working on large projects within Rail, Infrastructure, Utilities, Aviation, Highways or Civils or Buildings
- Proven track record of implementing effective planning processes
- Advanced/expert knowledge of planning tools such as Primavera P6 or similar software
- Demonstrable experience of building and updating logic-driven, resource and cost loaded project schedules at project, programme and portfolio levels
- Good understanding of Earned Value Management (EVM)
- Advanced/expert understanding of Critical Path Analysis (CPA)
- Good understanding of risk management
- Advanced knowledgeable of working with NEC contracts

## **Qualifications & Accreditations**

- Educated to degree level or equivalent in an appropriate discipline (construction management, engineering, architecture, project management or similar subject)
- Member of the Association for Project Management (APM) or similar (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.*