

AVAILABLE POSITION



Associate Project Planner

Job description

PURPOSE AND ROLE

In this dynamic role, you'll contribute to project success by supporting the planning and monitoring process under the guidance of experienced professionals. You'll develop valuable project management and planning skills while collaborating with the team and contributing to efficient project delivery.

LOCATION

- Twyford, Winchester

KEY SUPPORTS

- Project Managers
- Senior Project Planner
- Project Planner
- Project Engineering Managers
- Engineering team
- Workshop Technicians
- The job holder shall communicate and liaise with external clients, suppliers and other third parties as required.

QUALIFICATIONS

- APM Project Management qualification or equivalent (Desirable)
- Primavera P6 Professional Fundamentals (Desirable)
- Degree qualification in an engineering or other relevant discipline (Desirable)

Prime Responsibilities and Duties

- Assist in managing comprehensive project plans by ensuring cost and resource allocation align with project requirements.
- Help document changes to project plans, supporting the management of critical paths and forward-loading practices.
- Contribute to the development and implementation of standardised planning processes and work instructions.
- Gather and present project performance data (Earned Value Management) and project schedules in a concise and timely manner.
- Learn and understand key project performance indicators, like Cost Performance Index (CPI) and Schedule Performance Index (SPI).
- Assist in identifying and reporting on project deviations, opportunities, and potential solutions to the project team.
- Contribute to developing resource allocation plans, identifying team member roles and responsibilities.
- Gather and present project performance data (Earned Value Management) and project schedules in a concise and timely manner.
- Learn and understand key project performance indicators, like Cost Performance Index (CPI) and Schedule Performance Index (SPI).
- Assist in identifying and reporting on project deviations, opportunities, and potential solutions to the project team.
- Contribute to developing resource allocation plans, identifying team member roles and responsibilities.
- Support the Project Manager in ensuring all reports are accurate, timely, and validated.

Required Skills

- Adaptability and willingness to develop: Eager to acquire new skills and adapt to different project environments.
- Planning: Assist in developing project plans, ensuring alignment with cost, resource allocation, and contractual requirements.
- User of MS Project: Utilise your proficiency in this additional software to enhance project planning and communication.
- Scheduling: Document and analyse changes to project plans, supporting the management of critical paths and forward-loading techniques.
- Communication & Influence: Work closely with the project team to understand project methodologies and best practice and assist in preparing clear and concise reports, keeping stakeholders informed of project progress.
- Monitoring & Control: Participate in implementing project monitoring and reporting systems, ensuring accurate and timely data collection.
- Project Controls: Assist in analysing project performance data and trends, identifying potential issues and contributing to proactive problem-solving.