

M&E PLANNER

JOB REF: 0736

Our client is a leading design, engineering and construction business, operating within the water and power sectors. They operate across the UK and Ireland and provide solutions to both public and private organisations. Due to ongoing growth and expansion, they now wish to appoint an M&E Planner to join their team in Co Tyrone.

Job Purpose

Reporting to the Project Manager, the role will be to compile project and programme schedules within Microsoft Project as well as producing accurate and informative progress reports. The person will be responsible for liaising with the contracts and procurement team in order to provide real-time schedule information required for customer and supplier communications.

The successful candidate must be able to build, maintain and update the programme to ensure the projects are delivered on time and within budget.

Responsibilities:

1. Planning and programming works at Design and Construction stage.
2. Monitoring progress during construction, re-programming if required.
3. Preparation of construction programmes from information produced at Outline Design and Produce Monthly reports for Senior Management
4. To ensure all planning activities are carried out in line with the requirements of the company's Integrated Management System and its procedures and to identify opportunities for improvements to be made.
5. To work closely with the project delivery team to ensure accurate planning of each project on time and within budget, monitor and review accordingly.
6. To understand the contractual arrangements of a project and ensure that they are not compromised due to planning issues.
7. Providing support to site, construction and delivery teams.
8. Attend project meetings and update on area of responsibility accordingly, this includes travel across UK.
9. Assist in tender/bid preparation documents and processes.
10. Prepare progress reports, as built programmes and output record.
11. To adhere to all HR & H&S policies and procedures.
12. Participate in and support continuous improvement projects.
13. Undertake any other such duties considered to be commensurate with the experience of the post holder and the requirements of the post.

Person Specification

Qualifications

Educated to Degree level in an Engineering discipline or equivalent experience.

Experience and Knowledge

- Experience of working in a similar role, and from an M&E background
- Good understanding of the construction industry and processes, from the design stage through to completion of the projects
- Proficient in the use of ASTA, MS Project, Primavera (some knowledge of Primavera P6 would be beneficial) and Microsoft Office
- Sound core planning and programming skills

Skills and Abilities

- Excellent oral and written communication skills.
- Analytical and problem-solving skills including the ability to diagnose problems, identify and recommend solutions.
- Good administrative, organisational and time management skills.
- Ability to work on own initiative, a proactive approach to all tasks.
- Pays close attention to detail.
- Ability to plan, manage and prioritise own workload.
- Able to easily handle conflicting priorities.
- Excellent interpersonal skills.
- A team player.
- Seeks continuous improvement.
- Travel to sites across UK and Ireland

**Please note that this is a general job description covering most areas of the role but is not exhaustive and other duties/responsibilities may be added at any time.*

To apply for this position, please submit your CV via the link or email CV to con@spectrumes.co.uk

***The Company reserves the right to vary criteria at the shortlisting stage.
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