

Job Title:	Planner
Location:	Glasgow
Responsible To:	Projects Delivery Manager
Direct Reports:	None
Review Date & Rev No	16.01.2024

Purpose of Job:	To provide project planning services and controls within the Project team for projects in the emerging hydrogen sector and other energy sectors. The role will be based in Glasgow but will support projects both in the UK and internationally.
Key Areas of Responsibility:	<p><b>Project Planning</b></p> <ul style="list-style-type: none"> <li>• Support the Project Delivery Manager in establishing project planning procedures, processes and tools for the Team.</li> <li>• Supporting the implementation of the Hydrasun Project Management software, EcoSys.</li> <li>• Preparing project Gantt charts, resource plans and S curves for submission and approval by the Project Manager and customers.</li> <li>• Reviewing project plans to ensure resources are allocated accurately and levelled where appropriate and critical paths are clearly defined.</li> <li>• Assist in preparing tender responses for major projects.</li> <li>• Responsible for updating, maintaining, analysing and reporting the integrated Resource and Cost Management plan.</li> </ul> <p><b>Project Control / Monitoring</b></p> <ul style="list-style-type: none"> <li>• Establish project controls, procedures, processes and tools, including project timesheets, job cards, cost control plans, variation orders, etc.</li> <li>• Briefing Managers and where appropriate the customer on the Project Plan.</li> <li>• Establishing project baseline plans and updating the project plan at agreed intervals based on actual progress on site.</li> <li>• Preparing the Project Cost Control Plan and updating the plan with the committed / actual costs to date and forecast to completion.</li> <li>• Maintain project related resource schedules.</li> <li>• Develop and maintain Project Programme Resource plans.</li> <li>• Advise Project Manager of program slippage and provide input to recovery plan.</li> <li>• Convene Interactive Planning Sessions with delivery team members.</li> <li>• To produce specific documentation (technical documentation packs, manuals, procedural documents, work-packs) in accordance with both Hydrasun and customer defined formats &amp; requirements, including SMDL / SRDL / Project specific documentation.</li> </ul> <p><b>Continuous Improvement / Personal Development</b></p> <ul style="list-style-type: none"> <li>• Responsible for supporting and achieving the Organisation and department's targets and objectives.</li> <li>• Responsible for understanding, agreeing and achieving personal objectives set by line manager.</li> </ul>

	<ul style="list-style-type: none"> <li>Adherence to the procedures as laid down by the HSEQ Management System.</li> <li>Adherence to the procedures as laid down by the Human Resource Management System and to take an active part in the Performance Management Process and the Competence and Training Programme.</li> <li>To put forward any suggestions for improvements.</li> <li>To attend formal Information Briefings, when requested.</li> <li>To be a team member and actively promote communication and information sharing.</li> </ul>	
Interfaces (Internal/External):	<ul style="list-style-type: none"> <li>Project Management Team, Engineering Team, Site Construction Teams, Sales Team, HSEQ Department, Proposals &amp; Tenders Department, IT Department, HR Department, Training and Competency Department</li> <li>Customers and subcontractors</li> </ul>	
Qualifications:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> <li>Educated to HND or above in relevant subject</li> </ul>	Degree / post Graduate Qualification in Project Management or planning or Engineering
Experience Required:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> <li>Significant and demonstrable experience in similar roles in the industry</li> <li>Experience in preparing project plans and progress monitoring on projects.</li> <li>Administration experience gained within an Oil &amp; Gas Environment</li> <li>Knowledge of various electronic documentation management systems such as ODIC, LiveLink, SharePoint, ShareCat etc.</li> </ul>	<ul style="list-style-type: none"> <li>Experience gained within a product supply environment</li> <li>Technical background</li> <li>Experience in using Hexagon EcoSys project management software.</li> </ul>
Skills/Training Competences:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> <li>Ability to communicate effectively with all levels of staff, both written and orally</li> <li>Competent in the use of Microsoft Project, Word, Excel and Adobe Acrobat</li> <li>Excellent attention to detail</li> <li>Ability to plan and organise workload to ensure all deadlines are met.</li> <li>Knowledge of file format conversion processes.</li> <li>Excellent analytical skills.</li> <li>Able to demonstrate a flexible, "can do" approach to their work.</li> <li>Proven skills in presenting.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Quality Management Systems</li> </ul>

Please note that you may be requested to undertake other duties from time to time and it is possible that your duties may change over time. You will be expected to co-operate with all reasonable requests. If the changes are deemed to be longer term then this job description will be revised.



## JOB DESCRIPTION

Signature of Job Holder: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Name in Capitals ( )

Signature of Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Name in Capitals ( )