



## **PROGRAM PLANNER - JOB DESCRIPTION**

### **JOB PURPOSE**

The Program Planner will support the Lead Planner and delivery teams by collecting progress data and updating schedules. You will work across portfolios to provide targeted effort where demand dictates.

### **KEY RESPONSIBILITIES**

Learn and improve own capability in project management tools, with a focus on Primavera P6 & Microsoft Project

Maintain schedules and consistency with approved project frameworks.

Provide accurate programme data to meet project control requirements.

Maintain programme plans and schedules.

Generate Resource Histograms and/or Progress S Curve data when required.

Integrate approved changes into baseline updates.

Support other planners in overseeing progressing programmes.

Liaise with Quantity Surveyors to accurate cost load schedules and provide forecast data.

Work with project teams to ensure submission of progress updates.

Flag any schedule anomalies and obtain support from project teams.

### **JOB REQUIREMENTS**

Must be a Civil Engineering graduate.

Experience with work scheduling for construction/utility projects.

Knowledge of project management tools, such as Primavera P6 and MS Project

Familiarity with database and data organization principles

Strong communication and presentation skills

Proficiency in standard office software, including Project, SharePoint, Excel, and Outlook