



## OUR VISION

**'TO BE A COMPANY PEOPLE ASPIRE TO WORK FOR, WHERE WE WILL ALWAYS DELIVER THE BEST EXPERIENCE FOR OUR CUSTOMERS'.**

## ROLE DESCRIPTION

### TITLE

ASSISTANT PLANNER

### REPORTING TO

PROGRAMME MANAGER

### TEAM

DIVISIONAL

### FUNCTION

OPERATIONS

### JOB PURPOSE & CONTRIBUTION TO THE ORGANISATION

Assist in reviewing the buildability of each project and production of contractually compliant tender & construction programmes based on budget, work scope and available resources. Monitor progress on site and update the programme in accordance with contract conditions. Monitor and record achieved outputs on site to provide feedback to preconstruction teams.

This role supports multiple sites and pre-construction.

### ROLE ACCOUNTABILITIES (Specific accountabilities for the role)

- Assist in ensuring contract programmes are resourced and cost loaded if appropriate.
- Develop an understanding of project requirements (tender, form of contract, deliverables, drawings, specifications, etc), review buildability.
- Prepare phasing drawings and take-off construction drawings to enable the development of planning notes detailing outputs and resources used in the tender/construction programme.
- Prepare labour resource histogram when applicable.
- Attend meetings with customers, designers, and quantity surveyors to provide planning support.
- Develop 4 weekly construction programmes to review actual programme operations against the tender programme and provide feedback to the site & work winning teams, developing an 'as built' programme in the process.
- Assist in the review of compensation events/variations to assess delay and produce effective reports to assist in extension of time requests. Provide support for contractual claims as well as defence of claims from subcontractors.



- Develop and seek to maintain a good relationship with the customer's planning team.
- If a programme is rejected, understand why, and assist in addressing the comments and resubmit the programme.
- Learn to analyse delays, review variations, produce change event programmes and provided robust narratives.
- Assist in reviewing subcontract claims for extension of time and produce reports.

### INDIVIDUAL ACCOUNTABILITIES (Generic accountabilities for all roles)

- Represent and promote the company in a professional manner.
- Understand our business strategy and your personal contribution to achieving our six point plans
- Be clear on your responsibilities and strive to deliver what is expected, taking time to think, plan, and reflect on progress.
- Actively contribute to improving our business through our Right Works programme.
- Help others to succeed and acknowledge the success of others.
- Understand your personal responsibilities to maintaining our HSQE standards.
- Understand our company policies and procedures and recommend improvements.
- Understand how your actions impact positively and negatively on our reputation.
- Allow our guiding principles to guide you in your work.
- Challenge how things are done to improve productivity.
- Exploit opportunities to learn.
- Challenge behaviours that do not create an inclusive environment.

### COMPETENCIES

GUIDING PRINCIPLE	INDIVIDUAL BEHAVIOURS
<b>FOSTER TEAM SPIRIT.</b> We are stronger together	Works effectively with others in the team and help each other to succeed.
<b>INSPIRE CONFIDENCE AND ADMIRATION.</b> We build respect through trust	Conscientiously delivers for our customers and other stakeholders. Be an ambassador for Knights Brown.
<b>FACE CHALLENGES WITH ENTHUSIASM.</b> We are adventurous, encouraging, creative and open minded	Takes ownership of and resolves straightforward problems quickly and effectively. Seek support when appropriate.
<b>BUILD OPEN AND HONEST RELATIONSHIPS.</b> We listen to what others have to say	Listens to others. Builds good working relationships with colleagues and people we interact with.
<b>ADD VALUE THROUGH SIMPLICITY.</b> We are straightforward and uncomplicated	Communicates concisely. Makes timely decisions. Works within understood processes and procedures and implements Right Works putting forward suggestions for improvements.
<b>TAKE PRIDE IN SUCCESS.</b> We challenge the way we work to find a better way	Takes pride in achievement. Tackles objectives with energy and enthusiasm.