

## PLANNING MANAGER ROLES AND RESPONSIBILITIES

**Reporting to:** Preconstruction Director

### **Role overview:**

The Planning Manager at Statom plays a critical role in overseeing the planning, scheduling, and execution of complex projects across various departments. This position is responsible for developing and maintaining comprehensive project plans, coordinating resources, managing budgets, and mitigating risks to ensure timely and successful project delivery. The Planning Manager collaborates closely with stakeholders, including senior management, clients, and project teams, to ensure alignment on objectives and timelines. Additionally, the role involves tracking progress, reporting on key performance indicators, and ensuring compliance with industry standards and regulations. With a focus on optimizing resources and driving continuous improvement, the Planning Manager ensures that projects are completed efficiently, within budget, and to the highest quality standards.

### **Key Responsibilities:**

#### **Project Planning & Scheduling**

- **Develop & Manage Project Plans:** Design and implement comprehensive project plans, schedules, and timelines, ensuring all deliverables are clearly defined and achievable.
- **Create Detailed Schedules:** Use project management software (e.g., Primavera P6, MS Project, or similar) to create and maintain detailed project schedules, breaking down tasks into manageable phases.
- **Define Milestones:** Establish clear project milestones and deadlines that align with project scope and client expectations.
- **Track Project Progress:** Continuously monitor and track the project's progress against planned schedules, updating timelines and resources accordingly.

#### **Resource Allocation & Management**

- **Coordinate Resource Availability:** Work closely with departments (procurement, HR, operations) to ensure the availability of materials, equipment, and skilled labour as per project requirements.
- **Optimize Resource Usage:** Ensure efficient use of resources, reducing idle time and ensuring that the right resource is in the right place at the right time.
- **Forecast Resource Needs:** Develop accurate forecasts of resource needs based on the project schedule and communicate these needs to procurement, HR, and other relevant departments.
- **Manage Resource Constraints:** Proactively identify resource bottlenecks and collaborate with relevant teams to resolve constraints, preventing delays.

#### **Risk Management & Mitigation**

- **Identify Risks:** Conduct risk assessments to identify potential issues that may impact the project schedule, cost, or quality, such as material shortages, weather delays, or workforce issues.

- **Develop Mitigation Plans:** Create and implement risk mitigation strategies to reduce the impact of identified risks, ensuring contingency plans are in place.
- **Monitor Risk Factors:** Continuously monitor risk factors throughout the project lifecycle and adapt strategies to minimize disruption.

### **Budget & Cost Control**

- **Collaborate with Finance:** Work closely with the finance team to develop and maintain the project budget, ensuring that costs are tracked and managed effectively.
- **Monitor Budget Compliance:** Regularly assess costs associated with labour, materials, and overheads to ensure that the project remains within financial parameters.
- **Report Financial Variances:** Track and report any variances between projected and actual costs, providing recommendations for corrective actions when necessary.
- **Implement Cost Saving Measures:** Identify opportunities for cost reductions without compromising quality or safety standards.

### **Stakeholder Communication & Reporting**

- **Provide Regular Updates:** Keep stakeholders (clients, upper management, project teams, subcontractors) informed on project progress, including key performance indicators (KPIs), project timelines, budget adherence, and any issues or delays.
- **Prepare Status Reports:** Prepare comprehensive, clear, and accurate progress reports, status updates, and presentations to be shared with internal and external stakeholders.
- **Manage Client Expectations:** Act as the primary point of contact for project planning concerns, managing client expectations regarding timelines, cost, and quality.
- **Facilitate Meetings:** Lead or attend regular project review meetings with stakeholders, providing planning insights and updates on project status, risks, and mitigations.

### **Quality Control & Compliance**

- **Ensure Compliance:** Oversee adherence to industry regulations, codes, and standards throughout the planning process.
- **Implement Quality Assurance:** Collaborate with the quality assurance team to ensure that the planning and execution phases align with project quality requirements.
- **Monitor Standards Compliance:** Ensure that all planning documents, schedules, and processes comply with company and industry standards for quality, safety, and regulatory requirements.

### **Data Analysis & Reporting**

- **Collect & Analyze Data:** Gather, analyze, and interpret data related to project schedules, resource utilization, and costs, drawing insights to improve decision making.
- **Track Key Metrics:** Monitor project metrics like schedule adherence, resource allocation efficiency, and cost overruns.
- **Produce Analytical Reports:** Generate detailed reports based on project performance, including forecasting future project needs and resource utilization.

### **Project Coordination & Collaboration**

- **Cross Department Coordination:** Work closely with other departments, including procurement, engineering, construction, and operations, to align project plans with execution.
- **Facilitate Communication:** Act as a liaison between different project teams and stakeholders, facilitating communication to ensure alignment on project goals and expectations.
- **Manage Multiple Projects:** Oversee the planning for multiple projects simultaneously, ensuring each project's objectives, schedule, and resources are effectively managed.
- **Problem Solving:** Address and resolve any planning related issues that arise during the project lifecycle, ensuring smooth and timely execution.

### **Continuous Improvement & Best Practices**

- **Implement Best Practices:** Continuously evaluate planning processes and workflows, recommending and implementing improvements to enhance efficiency, reduce costs, and mitigate risks.
- **Benchmark Performance:** Use historical project data and industry benchmarks to identify areas for improvement and optimize project planning processes.
- **Document Lessons Learned:** Compile lessons learned at the end of each project and integrate these insights into future project planning and execution.

### **Leadership & Team Development**

- **Lead Planning Team:** Manage and mentor a team of planners and schedulers, providing guidance, support, and professional development.
- **Promote Collaboration:** Foster a collaborative environment that encourages open communication, problem solving, and teamwork within the planning department.
- **Training & Development:** Ensure continuous learning opportunities for the planning team to enhance skills and knowledge in planning software, project management methodologies, and industry best practices.

### **Health, Safety & Environmental Considerations**

- **Ensure Safety Compliance:** Collaborate with health and safety teams to ensure that planning considers safety protocols and environmental considerations, minimizing risks to personnel and the environment.
- **Integrate Sustainability:** Consider environmental sustainability in the planning stages by implementing ecofriendly practices and selecting sustainable materials when possible.

### **Contract & Subcontractor Management**

- **Review Contractual Requirements:** Ensure that planning and scheduling align with contractual obligations and terms.
- **Manage Subcontractors:** Coordinate planning activities with subcontractors, ensuring they adhere to the project schedule and meet agreed upon timelines and quality standards.

## **Skills and Qualifications**

- **Project Planning Expertise:** Advanced knowledge of project planning and scheduling techniques, with experience in using planning software (e.g., Primavera P6, Microsoft Project, Asta Powerproject).
- **Leadership & Team Management:** Strong leadership skills to manage and motivate a planning team, with the ability to foster collaboration and coordination across multiple project teams.
- **Risk & Change Management:** Expertise in identifying, assessing, and mitigating project risks. Proficient in managing changes to the project plan and schedule.
- **Communication & Stakeholder Engagement:** Excellent communication skills, with the ability to clearly convey planning information to senior management, clients, and stakeholders.
- **Analytical & Problem Solving Skills:** Strong analytical skills with the ability to interpret complex project data, identify trends, and resolve planning related issues effectively.
- **Qualifications & Experience:** A degree in Construction Management, Engineering, or a related field. Minimum 57 years of experience in planning or scheduling, with at least 23 years in a managerial role