



THINK OUTSIDE THE BLOCKS

Role Description

Job Title:	Project Planner and Scheduler
Reports To:	Directors
Accountable To:	Contracts Managers, Site Teams, Commercial, Finance

Main Objectives:

1. To ensure that projects are programmed and delivered on time and within budget parameters.
2. To ensure that materials are scheduled to achieve deliveries in accordance with the programmes of works.

Key Responsibilities:

Programming

1. Prepare Contract and Target programmes for each development incorporating relevant design programmes as well as construction, based upon project timescales set by the Commercial and Development teams.
2. Liaise with Contracts Managers to finalise the Target Programmes and to produce stage / section programmes as required.
3. Modify and update Target Programmes to mitigate against delays.
4. Work with the Site Teams to train and support them in preparing and maintaining short term programmes.
5. Undertake regular site visits to review progress against programme and adjust programmes as necessary.
6. Work with the Commercial and Finance teams to ensure that programmes provide sufficient detail for forecasting purposes.
7. Report to Senior Management on development progress against current and initial planned programmes.



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8. Prepare and monitor trade specific programmes for each sub-contractor on the development and provide update programmes to them throughout the development. Liaise with the Site Teams and Sub-Contractors to assist with project achievement and work with them to mitigate delays.
9. Support Commercial Teams with the preparation of Extension of Time claims and demonstrate reasons for delays.

Scheduling

1. Work with the Buying teams to identify products and materials supplied by Watson Homes which need scheduling on each development.
2. Based upon target programmes prepare and maintain call off schedules for items scheduled out and provide these to Buying and Site Teams following review by the Contracts Manager.
3. Work with site teams to update call off schedules and liaise with Buying to ensure suppliers are kept up to date on likely call off times.

These are illustrative duties outlining the typical requirements of the post holder. The post holder is not limited to the duties outlined above and is expected to become involved in a range of work to allow the company to respond effectively to its requirements.