

Construction Planner Job Description



Business: ACCIONA Infrastructure

Company: ACCIONA Industrial UK

Department: Management

Location: North London Heat Power Plant (NLHPP), Edmonton London, UK

Vacancy:

Internal

External

Replacement

New Position

Justification

Acciona Industrial UK have successfully won the North London Heat and Power Project (NLHPP) in Edmonton, London, UK. The project requires the role of Construction Planner for the duration of the Project.

Following the commencement of the activities on the Construction Site, is necessary to engage a Senior Construction Planner to be responsible for the Construction Programme, as well as the implementation of the Project Controls Management Plan on Site and the Construction Weekly Report

Job Description

Position title: Senior Construction Planner

Grade: L5

Position Summary: The Construction Planner will be responsible for ensuring that the Construction phase of Project is keep as planned by producing reports and using project management tools. Beside this, the role of the Construction Planner will develop and improve the Programme to complete the Project's construction based on budget, work schedule, and available resources.

Primary Requirements

- Apply the Project Controls Management Plan of the Project.
- Ensure the Project's compliance with Contract's requirements related to the Programme.
- Be aware of the scope of the Project.
- Calculate and report the actual Construction progress and update of the Construction "S" curves.
- Weekly preparation and issuance of the Construction Weekly Report.
- Be aware of the overall Programme of the Subcontractors to be able to promptly inform of potential impacts on the Programme.
- Inform and analyse about any Construction delays or about any failures to comply with the timescale of the Project and make proposals for improvements.
- Prepare recovery plans when necessary.
- Analysis of the critical path.
- Calculate the Project's Performance following the Earned Value Methodology.

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- Carry out weekly meetings with project team, to ensure that updated information of the project is permanently available, and collaborate in the activation of the other areas, to facilitate compliance with deadline objectives.
- Review and monitor the Subcontractor's manpower and performance.
- Incorporate into the Programme when necessary, the Change Orders approved.
- Monitor the BOQ of the subcontractors, through the information provided by the Construction Department, detecting any deviations and assessing its impact on the Programme.
- Meet the needs of any report and/or special analysis requested.
- Encourage teamwork, maintaining and fostering collaboration between different Project areas.

Job requirements

Key Competencies:

- Be proficient in Primavera Project Planner – P6
- Advanced level in Microsoft Excel.
- Knowledge of Deltek Acumen Fuse and Primavera Risk Analyser is not mandatory, but is valued

Qualifications / Experience

- Fluent in English
- Strong ability to execute work with a diversity, equity, and inclusion lens.
- Significant executive support experience.
- Expert proficiency with Microsoft Office and desktop software; ability to design and edit graphic presentations and materials.
- Strong verbal and written communication skills.
- Exceptional organizational skills and impeccable attention to detail.
- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, and community leaders.
- Make appropriate, informed decisions regarding priorities and available time.
- Ability to complete a high volume of tasks and projects with little or no guidance.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Excellent judgment is essential.
- Construction/Industrial Industry experience desirable

Health & Safety Requirements:

All Acciona Employees have a responsibility to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this the WHS Acts / Regulations,

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- Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

On top of that, Acciona Management is committed to:

- The prevention and elimination of potential injury and ill health
- Continual improvement of WHS management and performance, whilst striving for industry best practice
- Complying with all WHS Acts and Regulations and all applicable legal requirements related to the provision of the Company's activities.

Acciona's Core Behaviours / Values:

We have Core Behaviours and expectations of all our People and these sit at the very centre of **Who we are, what we stand for, how we work as a great team and how we deliver excellent results**. Our Core Behaviours are **Openness, Self-Awareness, and Awareness of Others, Inclusion, Forward Looking, Constructive Conflict, Alignment, Accountability and Value Focus**.

Openness:

Parties must be honest in their dealings with each other, open to feedback and must commit to creating a culture of openness that encourages everyone to proactively share information and to raise and discuss issues directly as opposed to ignoring or denying them.

Self-Awareness and Awareness of Others:

Achieve Results - The ability to focus the activity towards the achievement that brings value to ACCIONA.
Organization and Planning - The ability to identify, evaluate and program what actions must be completed to reach a certain goal, how to carry out those actions and what are necessary resources to achieve the final objective.

Constructive Conflict

Partners use problem-solving methods that promote a collaborative atmosphere and avoid fostering covert, overt, conscious, or unconscious animosity, conflict, or competitiveness.

All partners raise and discuss issues directly as opposed to ignoring or denying them; and respond to differences in perspective positively. Leaders actively harness the opportunities that differences present, for improvement to the project and strengthening of long-term relationships.

Inclusion

Creating a positive work environment for all, through respect and dialogue. Partners actively create a positive work environment where everyone is supported and encouraged to bring their 'whole self' to work. All partners show their commitment to inclusion through open dialogue about advantage and systemic bias, challenging assumptions, and showing curiosity, respect, and tolerance towards others. Leaders request and celebrate diverse thinking and use their influence to highlight the voices.

Forward Looking

Partners behave plan-fully, taking the schedules and priorities of one another into consideration.

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Partners take a forward-looking approach that does not dwell on past issues or conflicts, other than to ensure that past lessons are learnt to maximise the effective delivery of services across the NLHPP. Leaders undertake both tactical management and long-term strategic planning, to drive the programme forwards collectively.

Alignment

Partners enter collaborative partnership with a 'one-team' approach and show commitment to the Programme Vision and outcomes. All partners actively seek and shape shared goals that align with the Vision and outcomes; and these goals are mutually beneficial. Team members understand how their own contribution relates to the Vision and outcomes. Leaders model alignment by actively relating tactical decisions to overall vision and outcomes.

Accountability

Whilst collaboration aims to create shared goals, partners are also accountable for their own individual contribution to these goals. Partners take accountability for their choices, actions, or inactions, including intended and unforeseen consequences of those. All partners admit to, and work to resolve any mistakes, and priorities achieving solutions to problems or issues over seeking to blame any other Party. Leaders continuously and proactively clarify roles, responsibilities, and expectations, especially at project and function interfaces.

Value Focus

Partners acknowledge that innovation and quality depend upon effective collaboration, and approach project work accordingly. All partners proactively draw on the diverse knowledge, experiences, and perspectives of one another, and are open to learning from others to deliver better quality, innovation, and value to the project. Leaders recognise the value of communication and collaboration to the outcome, and enable this through resources, flexibility, and empowerment of others.

We welcome a diverse workforce and endeavour to represent our communities to the best of our ability. We particularly welcome applications from all under-represented groups.

If you are interested, or you know someone that might be interested, please email your CV to: ukjobs@acciona.com **Closing date: 1 November 2022**

Should you require any adjustments to attend an interview in person or online please let us know.

Thank you for your interest in working with Acciona!