

Planner (12m FTC)

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Company: J Browne Construction Co. Ltd

Location: London Area

Category: other-general

Reporting to: Head of Planning
Hours of work: 8 – 5pm (hybrid working, 2-3 days in the office)
Department: Planning
Location: Based at Head Office, Meelin House, Enfield, but will involve travel around London and South East of England (As a guide Affinity Water, South East Water & Thames Water areas)
Key Competencies
Streetmanager system experience
Previous planning experience
Previous utilities experience desirable
Good verbal and written communication skills
Good time management skills and able to work to deadlines
Proficient in the use of all Microsoft Office (Word, Excel and Outlook)
Environmental Awareness
Customer Service Awareness
Understanding on obtaining Gas/Electric/Line Search/BT Drawings
Understanding of streetworks and traffic management requirements
Role Purpose To plan and coordinate the work allocation of gangs etc. To ensure all works are delivered to the required contract's program, achieving contractual SLA's, ensure efficient planning, utilising full workforce. Ensuring that the clients/customers' expectations are met by delivering a first-class service. Role Summary Liaise with teams, supervisors and Operatives providing accurate information, job details to enable works to be carried out. Monitor backlogs AA/IP to ensure contractual priorities are met. Ensure all jobs are planned and coordinated so they run as efficiently as possible. Create NRSWA permits to Local Authorities and ensure that the notices meet legislative requirements. Monitor and respond to permit updates (PMR's/S74's/AIV's/inspection). Deal with all requests from the client promptly, efficiently and courteously and keep the Client's and Customers updated with progress prior to and throughout and after the works. Monitor the progress of all gangs working on the designated contract and update the related company and Client systems. Resolving any

planning queries or issues. Holiday or additional cover for Planning colleagues when necessary. Carry out any other duties appropriate to this post. Benefits: Competitive Salary, 25 days annual leave, Long Service Scheme, Access to Peoples Pension scheme after 3 months service, Access to Group Pension Scheme after completion of one years service, Life Assurance and Critical Illness cover if joining pension scheme, Access to Employee Assistance Programme & Mediacash after successful completion of probation, CSR Programme (3 days supported per annum), Continuous Development Opportunities

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