

Job Description

Job title	Subcontractor Planner	Date
Reports to (title)	Subcontractor Manager/Deputy	
Contract/Department	AWE	Revision 2025
Location	Aldermaston/Burghfield	

Job purpose

Describe the overall purpose of the job in two or three sentences.

Co-Ordinate with supply chain partners (SCP) to book contracted, planned and reactive works in accordance with facility plans and requirements.

Establishing, analysing and maintaining the accuracy of the forward service delivery plan to meet customer program schedules.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Through the use of the Client Asset Management System, define the forthcoming works programmes. This is to incorporate (but is not limited to) all planned, breakdown, new work and contracted tasks
- Development of the proposed plan, evaluating materials and resource requirements, the relative priority of tasks and ensuring that activities do not conflict
- Gain and record actions and approvals for the plan by liaison with the facilities management through planning meetings
- Undertake the processing and chasing up of work packages, through close liaison with Client, SCP & EUK stakeholders to meet the requirements of the Facility Plans, ensuring that records are closed-out
- Create and submit any necessary security applications to enable SCP to complete works
- Process SCP quotes to seek funding approvals and/or place orders as required
- Print off appropriate work dockets as and when required and pass these on to the appropriate WSO (Work Supervising Officer)
- Ensure that all outstanding work is monitored and reviewed and that WSOs, Managers and end users are informed of progress on a regular basis. Any changes are to be fed into the revised plan and communicated to the facilities so they understand and accept the revisions to the plan
- Review completed work packages ensuring records completed and reports provided
- Cover leave and absences of other team members as and when the need arises and carry out any duties as required by the Manager or Deputy
- This is not a safety related post, however the incumbent will carry out the activities of the post in a way such as to maintain, as far as is reasonably practicable the health, safety and welfare of company personnel and others and to safeguard the condition of the environment as required by the company safety manual.

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Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- The ability to establish, implement and monitor high standards of excellence in areas of operational planning
- Practical experience in an operational environment is preferable. Knowledge of planning tools is required and the candidate must be computer literate, have project planning abilities and be a good communicator (including presentation skills)
- Be able to demonstrate related experience in a helpdesk / planning environment
- A sound knowledge of customer skills, negotiation and management
- Ability to be resilient under pressure and be able to converse confidently with staff, suppliers and customers at all levels
- Personable and approachable
- The individual must be able to gain security clearance to SC/DV level as required

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

- Applicant must be British National
- Applicant must be willing and able to obtain security clearance to SC or DV clearance as relevant to the role

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Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	