

Job Description

Job title	Critical Environment Technical Planner	Date: 08/01/2026
Reports to (title)	Critical Environment Manager	
Contract/Department	AWE	Revision: V2
Location	Aldermaston	

Job purpose

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

Lead on all planning of resources to deliver the service, delivered through in-house and third-party resourcing, ensuring PPM's and breakdown are delivered on time, maximising efficiency and minimising disruption to the facility and in accordance with the service level requirements. A support function to the Critical Environment Technical Staff in the completion of operational activities.

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.

We are seeking an experienced Critical Environment Technical Planner to join our expanding team, duties are to include

- Following the sub-contractor planning process to ensure;
 - Only authorised and qualified personnel are assigned to each task. Work requirements are communicated out in a timely manner and that tasks are completed on time.
- Ensure that personnel are issued works instructions and documentation required to complete tasks in accordance within the 12 week plan
- Undertake the processing and following up of work packages, through close liaison with management and supervisors to meet the requirements of the facility plan ensuring that records are closed out.
 - Provide 3rd Party supporting documentation for Work Control Packs'.
 - Provide 3rd Party RAMS, basic sanity checks. -
- Ensuring reasons for waiving, rescheduling or deferring maintenance activities are valid and appropriately authorized.

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- Ensure all contract documentation is processed, issued, receipted and distributed to appropriate stakeholders and records are kept in accordance with the contract requirement and contractor processes, primarily;
 - PLOW's
 - Monthly, Quarterly and Annual Contract
- Act as the focal point booking in operatives
- Support the Critical Environment Manager in the production reports, PLOD's, PLOW's and WCP's by providing data and information from the Asset Management System and other records.
- Support the Data Centre Technical Services Manager in monitoring work and compliance with contract requirements.
 - Ensure all Statutory and legislative AMS tasks are highlighted within the PLOD and sufficiently staffed to allow for completion.
 - Ensure all statutory and legislative tasks are planned 12 weeks ahead of time.
- Provide support to the Critical Environment Manager as required in identifying and realising innovations and lean working practices.
- Support escorting duties when there is a business need to do so.
- Assist with a monthly status report to CEM on: Active / Outstanding orders
Active – not limited to

Resource responsibilities

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

Management Responsibility:

- Direct report - None

Financial responsibility:

- Supporting function of ordering of materials / consumables / Tooling / PPE within IFS

Asset/System Responsibility:

- responsible for work order delivery & Scheduling inhouse operative and third party contractors
- delivery of quality of service

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Supply Chain Partner Responsibility:

- responsible for adherence to site rules, agreed contractual SLA of tasks and delivery of quality of service

Person specification

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

Essential

- Previous critical environment management experience
- Strong Mechanical and/or Electrical Knowledge & experience
- Able to organise and manage own workload
- Positive proactive attitude and can take ownership of the site
- Aware of Data Centre critically and understand risk factor to site and operations
- Good knowledge of Generators, Cooling systems and UPS systems
- Hold a valid UK driving license
- Good admin skills with Microsoft packages
- Good interpersonal and communication skills

Desired

- SC/DV Clearance
- 2 years of Critical Environment Planning experience
- Deep critical MEP knowledge
- Understanding of Data Centre standards and guidance literature
- Served a full Technical Apprenticeship and hold a technical qualification (C&G, HNC, ONC etc)
- Experience of financial responsibility
- Good understanding event management
- Knowledge of optimal use of CMMS packages

Other factors relevant to the job

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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.

<ul style="list-style-type: none"> •

Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

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