

Job Description

Job title	Data Centre's Project Planner	Date xxx
Reports to (title)	Head of Technical & Design	
Contract/Department	3124 Data Centres	Revision xxx
Location	South	

Job purpose

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

To implement and develop construction/project programmes for data centre projects, The role is to ensure that outputs are comprehensive and uniform and represent the setting of new standards for all large-scale operational projects whilst in adherence to both client & EUK key milestone requirements. During the build execution phase of projects the role will include that of reviewing and updating of project progress and resource analysis to support the operational delivery.

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.

- Create, maintain, and update detailed construction programmes using planning software (e.g., Primavera P6, MS Project, ASTA Powerproject). Ensure construction programmes reflect realistic timescales, resource availability, and client milestones.
- Align project schedules with labour resource, equipment and material schedules in support of procurement planning and subcontractor coordination.
- Support the mobilisation of new projects, ensuring all elements (site setup, documentation, logistics) are in phased in accordance too both EUK and client expectations.
- Track and update project progress against baseline plans.
- Provide regular updates to stakeholders, highlighting risks, delays, and any mitigation strategies.
- Collaborate with site teams, technical & design team members, clients, and subcontractors to ensure alignment on timelines and deliverables.
- Identify scheduling risks and propose solutions.
- Manage programme changes and assess impact on overall delivery timescale and resource requirements.

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Roles & Responsibilities:

- Ensure planning activities comply with CDM regulations and internal governance standards.
- Develop standardised toolkits for consistent project commencement.
- Produce project reports outlining progress against baseline programme and resource scheduling
- Attending site/client meetings either onsite or virtually to ensure all relevant project information is captured and any progress completion is incorporated.
- Support project tenders and bid development teams with tender stage construction programmes and liaising with the team to develop delivery & resource schedules to identify any time & cost mitigation.

Resource responsibilities

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

You will be responsible for the implementation of project programmes allocated to the role from initial inception into live construction. You will work in close liaison with EUK operational project teams and business heads ensure consistent and smooth project delivery.

Person specification

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

Essential

- Extensive experience with project programme software packages.
- Experience of construction project delivery and CDM regulatory governance.
- Knowledge of the construction industry and the sequencing of construction projects
- Valid full driving licence

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Desirable

- Knowledge of critical environments and the operation of.
- Project management experience
- SMSTS accredited

Personal Attributes:

- Ability to lead and act with authority when required
- Motivated self-starter with a pro-active approach
- High standard of personal integrity and professionalism with the adaptability to change
- The ability to gather information from all relevant sources
- Ability to think and react to immediate problems and issues without losing sight of or compromising project goals
- Ability to work under pressure
- The ability to make decisions and solve problems - analysing information and evaluating results to choose the best solution and solve problems
- A good level of interpersonal and customer relationship skills
- The ability to communicate with supervisors and peers, providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person
- Willingness to train, update and improve themselves for the benefit of both EUK and personal development.

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.

- This job description is not an exhaustive list of responsibilities to be undertaken by the post holder and you may be required to carry out other duties, which are felt to be reasonable and commensurate with the post
- Must be willing to travel UK wide with some overnight stays required

Line Manager	
Signature	
Print Name	
Date	

Job Description

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>	

Salary: £57k – with progression on completion of objectives

Cost Code: Central

Line Manager: Hd Engineering and Technical