

Job Description

Job title	Project Planner	Date April 2025
Reports to (title)		
Contract/Department	BAE Subs	Revision 1
Location	BAE Submarines – Barrow	

Job purpose

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

To provide support to the project team through ownership of the programme and its lifecycle, collating all information throughout the project process and preparing for invoicing. To interface with our project and internal teams, ensuring programme detail is 'real time', in turn enabling clear and precise updates to our client and customer teams. To provide administration support to the project teams, ensuring project files and associated governance are updated and readily accessible

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.

Ownership and management of the account project programme, including full lifecycle updates

- Leading the triage process for planning, acceptance and implementation of projects, maintaining records of decisions made ensuring the CAFM system (EMCOR and Client System) is updated. Run a report weekly report for Triage – attend and present the Triage with the client, sending the report afterwards with updates
- Ensuring all projects on the program are kept up to date with all required information including progress updates.
- Support with ensuring the correct paperwork is in place to proceed with the purchasing process. This will include compliance to the procurement procedures. Chasing of members of the project team may be necessary.
- Prepare Excel report to the Client and our Financial Controller, indicating completed tasks and invoice status to allow preparation of monthly schedule.
- Attend project meetings with the Client and project team. This will include preparation of reports, taking meeting minutes and making arrangements for the meetings.
- Supporting the quoting team and ensuring program detail is implemented when a quote is approved by the client ready for delivery
- Producing reports to meet Customer formal and ad hoc reporting obligations and EMCOR UK internal and management requirements. This will relate to factors including completion against programme, risks to programme, dependencies on programme and dependencies from a client perspective.

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- Active tracking and recording of project performance.
- The role will require attendance and active participation at a range of regular and ad hoc meetings with the Client and Project Team, relating to individual projects, overall programme and to address arising issues
- Providing support to the Contract/Systems Support team in the event of absences and/or excessive workloads. To be reciprocated where necessary.
- Creation of and management of individual project files, including all archiving and updating of records.

Resource responsibilities

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

- 0 – Direct Reports
- No Financial Responsibility
- No asset or sub-contractor responsibility
- Responsible for the delivery programme of all project works on the account
- Responsible for the liaison and communication of all programme related activities and information

Person specification

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

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- Good understanding of Project Planning
- Good interpersonal skills – proficient communication skills, both written & verbal with demonstrated ability.
- Experience within similar role or transferable skills from related role.
- Good IT skills. Excel key
- SAP Experience Desirable
- Smart, presentable appearance.
- •Personable and approachable.
- •Good interpersonal and customer relationship skills.

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.

Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	

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