

Job Description

Job title	Engineering Master Planner	Date 24 JAN 2025
Reports to (title)	Head of Technical Services	
Contract/Department	GSK – R&D	Revision 1
Location	Stevenage	

Job purpose

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

The Engineering Maintenance Master Planner is responsible for developing, coordinating, and optimising maintenance schedules and resources to ensure the reliability and efficiency of engineering operations. This role involves strategic planning, preventive maintenance scheduling, and coordination with various departments to minimize downtime, enhance equipment performance and integrate continuous improvement initiatives.

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.

Asset & Resource Management:

- Ensuring efficient delivery of the engineering maintenance strategy.
- Smoothing resource requirement against maintenance plans & Schedules.
- Develop and manage long-term and short-term maintenance plans.
- Create detailed maintenance schedules for preventive, predictive, and corrective maintenance activities.
- Coordinate with engineering operations, projects and procurement teams to ensure maintenance activities align with operational goals.
- Optimise the use of directly employed and contractor employed labour.
- Provide reports to the account director on resource requirement, deployment and areas of over or under resourcing.
- Assist the asset management team maintaining an up-to-date asset register and tracking equipment performance.

Stakeholder Coordination:

- Act as a central point of communication between operations planners, projects teams and client maintenance strategy leads.
- Lead planning meetings and drive coordination of maintenance shutdowns and planned outages.
- Provide a conduit between EMCOR technical services and client SMEs to ensure updates or changes to the maintenance strategy are holistically integrated and implemented.
- Implement best practices in maintenance planning to improve efficiency and identify savings.
- Analyse maintenance data and KPIs to identify trends and recommend improvements.

Compliance & Safety:

- Ensure all maintenance activities comply with industry regulations and company safety policies.
- Maintain accurate maintenance records and documentation for audits and compliance

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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.

This role commands no direct line management responsibility.

Person specification

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

Education & Experience:

Demonstrable experience of:

- A strong understanding of maintenance strategies – RCM, TQM etc.
- Maintenance strategy implementation in a regulated industrial, research and development or manufacturing environment.
- Excellent stakeholder communication and management skills.
- Technical understanding of systems across a diverse mechanical, electrical and facilities portfolio.
- Proficiency in computerised maintenance management systems (CMMS). Preferably EAM and/or SAP.
- Implementation of environmental, health and safety aspects across all planned practices.
- Knowledge of reliability engineering and asset lifecycle management.

A health and safety management qualification – (IOSH or NEBOSH, etc.)

Proficiency in IT reporting and communication applications.

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.

- The role holder will be 'based' at Stevenage.
- 40 hour weekday office hours pattern.

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

Job Description

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

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