



JOB DESCRIPTION

Supporting a thriving parliamentary democracy

CAMPAIGN TYPE:	Concurrent		
JOB TITLE:	Project Planner		
PAYBAND:	B2		
PAY RANGE:	£30,452 -£36,532		
TEAM:	Strategic Estates		
SECTION:	Northern Estate Programme		
REPORTS TO:	Planning Manager		
NUMBER OF POSTS:	1	Hours (p/w):	Full Time 36
CONTRACT TYPE/DURATION:	Fixed Term for 6 months Interim/Secondment on a rolling contract		

BACKGROUND AND CONTEXT OF THE ROLE

NEP PLANNING LEAD JOB DESCRIPTION

Maintaining a thriving parliamentary democracy requires the contribution of a dedicated, politically impartial and diverse workforce (currently circa 2,500 in the House of Commons alone), one that takes great pride in supporting the democratic process. Every single individual and team proactively adding value, working collaboratively and being committed to securing Parliament's future in a fast-changing digital world.

The House service are proud of our organisational values, which will deliver our strategy. We are looking for people who can bring these values to life:

- **Inclusive:** We value everyone equally; We respect each other; We all have a voice
- **Courageous:** We try new things; We own our actions and decisions; We learn from our mistakes
- **Trusted:** We trust each other to do a good job; We are impartial; We build confidence in Parliament through our integrity
- **Collaborative:** We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership

The Strategic Estates team in Parliament takes great pride in looking after and improving the buildings of Parliament itself, as custodians of the Estate. While we are part of the House of Commons service, we provide services to the House of Lords as well. We operate on a working World Heritage site which attracts visitors from all over the globe, in a challenging stakeholder environment where conservation and the need to innovate and build for the future coincide. The Northern Estate Programme (NEP) has been established to manage the comprehensive refurbishment of a number of significant historic buildings on the Parliamentary Estate. This includes the redevelopment of numerous buildings to provide decant accommodation for the House of Commons whilst the Palace of Westminster is undergoing work which is part of the Restoration and Renewal Programme.

The NEP is managed by a dynamic and growing team which is headed up by the Programme Director and overseen by the Programme Board. The Programme itself is fast-moving and therefore we are looking to appoint an experienced Project Planner who will be able to make a positive impact quickly following appointment. The NEP has a high public profile and significant interdependencies with other major Programmes on the Parliamentary Estate. It carries some substantial risks that will require robust management and has a growing commercial impact as it proceeds through the RIBA design phases and towards construction.

The Programme is particularly conscious of external stakeholders, including neighbours, statutory authorities and interest groups, and we are keen to work as closely as possible to provide the best possible end result.

JOB SUMMARY AND OBJECTIVES

To support our existing planners, managing Oracle's Primavera P6 platform. Provide planning reports, reviewing and updating planning logs as well as supporting in scheduling meeting/workshop minutes, printing, filtering and scheduling support for a number of projects and workstreams within the NEP.

KEY ACCOUNTABILITIES

- Support integrated planning between all projects and workstreams within the Programme.
- Produce reports relating to Schedule Risk and Cost Analysis.
- Support the Planning Manager in ensuring that NEP schedules are all aligned, and interdependencies identified and managed.
- Development and maintenance of consistent and robust schedules.

KEY RESPONSIBILITIES

Support the task order process.

- Manage the dependency, assumption and opportunities log.
- Support the development and implementation of programme-level planning processes.
- Support the Planning Manager in ensuring that the schedules are maintained in line with the RIBA lifecycle, 5 case model business planning process, containing Optimism Bias (HM Treasury Green Book) and mandatory milestones.
- Support the Planning Manager to ensure schedules meet assurance requirements for the business case and Gateway reviews.
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- Work in a collaborative manner with the Project Planners (client and contractor) so that their respective component parts of the Master Schedule properly reflect the scope of works to be delivered.
- Administer the preparation and presentation of schedule impact reports.
- Provision of planning reports in a concise and timely manner as required by the project teams.
- Ensuring that all schedule-related issues are highlighted and communicated to the Planning Manager in a timely manner.
- Assist in the preparation of period programme updates and information regarding changes and delays that have impacted the programme on a period by period basis.
- Support the Strategic Estate PMO and Enterprise PMO to produce an updated Portfolio level 1 plan as directed.
- Work collaboratively with the programme, project, cost managers and contractors maintaining regular contact.
- Support in planning meetings, printing, filtering and scheduling.
- Provide support for a number of projects and workstreams within the NEP as requested.

APPLICANT ROLE REQUIREMENTS

Essential qualifications, knowledge, skills, experience and behaviours

- Experience working with Primavera P6 in a large or complex programme.
- Understanding of RIBA stages
- Strong administration skills
- Excellent knowledge of MS Office applications
- Experience in producing planning reports
- Project Management qualification PRINCE2 or similar
- Ability to manage stakeholders and communicate at all levels.

NEP PLANNING LEAD JOB DESCRIPTION

- Good oral and written communication skills
- Good attention to detail
- Organised and able to plan and prioritise own workload and meet challenging deadlines

Desirable Experience and Qualifications

- Knowledge of NEC suite of contracts
- Contract management
- Experience within a construction programme working with multiple contractors

REQUIRED SKILLS AND EXPERIENCE	APP FORM	TEST/ EXERCISE	INTERVIEW
Criteria 1 – Delivering Results for Parliament Ability to manage interdependencies between projects and programmes and accurate and effective reporting to enable decision making at senior levels. Takes responsibility for monitoring and achieving own objectives in line with the values and objectives of the organisation and the programme.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria 2 – Innovating & Improving Ability to advise on new ways of reporting. Seeks to improve efficiency of reporting and planning management processes. Actively looks for ways to improve effectiveness and efficiency. Takes responsibility for own action and embraces change.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria 3 – Working with People Ability to work within a complex multi-functional environment. Builds good relationships and cooperates with others. Removes barriers to effective working relationships. Builds collaborative relationships outside the team to achieve common goals. Works effectively with people at all levels. Demonstrable commitment to a work environment of mutual trust and respect, where diversity and inclusion is valued.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria 4 - Communicating Excellent written and oral communication skills, ability to communicate at all levels. Adapts style of communication to meet the needs of the audience. Generates discussion and checks for understanding. Recognises diverse groups and communicates appropriately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria 5 -Planning & Organising Able to work autonomously and work to deadlines ensuring accuracy is maintained. Plans, prioritises and monitors tasks in a systematic and organised way. Differentiates between what is urgent, what is important and organises own workload accordingly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria 6 – Functional Knowledge and Skills PRINCE2 practitioner or equivalent. Experience with planning software Primavera P6. Demonstrates the required functional knowledge and skills necessary to do the job unsupervised; uses initiative to ensure the job is completed to agreed standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria 7 – Analysing and Decision Making The ability to analyse data and produce recommendations to improve existing processes and ways of reporting. Gathers information from a range of sources. Probes for further information. Reviews all the information gathered to understand the situation and draw logical conclusions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ADDITIONAL INFORMATION REGARDING THE POST

Location

This post will be located on the Parliamentary Estate, Westminster, London

Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not eligible for vetting.

Please visit: <https://www.parliament.uk/documents/PSD-Security-Vetting-booklet.pdf> for further information.

Hours

Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour. The exact daily times of attendance will need to be agreed with relevant line manager. Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work.

For further information:

Candidates should refer to the House of Commons careers website www.careers-houseofcommons.org or contact Recruitment@parliament.uk or 020 7219 6011. Other useful websites include, www.parliament.uk.

Application and selection process

We will conduct a sift-based on the criteria set out in the skills and experience section, and successful candidates will be invited to attend a competency based interview.