



## Planner – Based Stirling

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We have an opportunity for a Planner to join our business, **Ogilvie Construction Ltd** a major subsidiary of the **Ogilvie Group**. **You will be based Stirling Head Office** and report to the **Senior Planner**.

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### Role:

**Working within an established team you will be responsible for the following:**

- Create tender programmes based on tender package information (drawings, specifications, bills of quantities, etc.) and attend site to investigate existing conditions and restraints in conjunction with Pre-Construction team.
- Confirm tender programme viability with key subcontractors
- Produce design, work package, procurement and statutory approvals programmes.
- Develop previous tender programme to contract status, incl. full critical path analysis in conjunction with construction team.
- Monthly progress monitoring through utilising company progress tracker spreadsheet and providing dropline programmes for project progress meetings, including ad hoc site visits to ensure accuracy of progress recorded.
- Produce labour histograms based on tender/contract programme on trade by trade basis, leading to full project labour histogram.
- Create extract programmes for site/subcontractor use on a trade by trade basis
- Attend site as required to produce short term look ahead and target programmes
- Monthly update of 'live projects contract durations' programme to coincide with board reports
- Interrogate monthly progress records and compile as built programmes enabling 'lessons learnt analysis'
- Where necessary, produce extension of time programmes based on delay event(s), using site records and progress reports, which will include rescheduling the programme to show the impact of each event culminating in an overall delay event
- In the event of a dispute, you will be required to produce programmes for use in the adjudication process. This will include, but not be limited to, analyzing individual delay events which will encompass rescheduling the programme to show the impact of each event culminating in an overall delay event.

### Experience:

- Background in Construction planning
- Ideally educated to a degree level
- Good interpersonal and communication skills
- Competent in the use of Microsoft applications and proficient in the Asta Power Project software

### Skills:

- Knowledge of Construction processes and procedures from tender stage to completion
- Excellent organisational and time management skills
- Excellent attention to detail, quality and accuracy
- Good communication skills; both written and oral
- Ability to work as part of a team
- Ability to work with time constraints

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**Hours of work are 8:30 – 5:00 (incl 1-hour lunch). An attractive package is on offer dependent on experience. Benefits include £/attractive salary, profit share scheme, generous holidays and excellent contributory Pension Scheme.**

Please email your CV, along with details outlining your suitability for the position and current remuneration to **Laura Henderson, Group HR Assistant** [recruitment@ogilvie.co.uk](mailto:recruitment@ogilvie.co.uk) **Closing date for applications is 13 March 2020.**

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*Ogilvie Group is committed to equal opportunities and diversity for its employees, temporary workers and work seekers. Candidates are assessed on their individual merits and suitability to a position irrespective of race, gender, disability, age, faith or sexual orientation.*