



Contract Planner

Due to the on-going success of our Construction business, **Ogilvie Construction** is looking to recruit **an experienced Contract Planner** into our existing construction team. This is an ideal opportunity to further develop your career with a major Scottish Contractor.

The Role

Reporting to the Construction Director, you will be responsible for:

- Supporting the operations team in identifying key factors to ensure successful delivery, either at tender, development and construction phases and specifying timings of contracts
- Reporting in accordance with client requirements and advice on corrective action to recover deviations from the plan, as appropriate
- Maintain and liaise regular progress reviews and updates with project teams to ensure robust tracking of key activities and milestones, identify variances from schedule and warning signs and ensure early actions are taken as necessary
- Work with the Project Managers to ensure that the project plans are regularly updated and reflect accurate information and to keep them informed at all times
- Preparing tender programmes, project method statements, phasing drawings and other supporting documentation
- Liaising with bid managers, estimators, designers and specialist sub-contractors as necessary
- Providing on-going support to site and design teams to review progress or update programmes as necessary
- Prepare progress reports from gathering information from the construction teams

You will be required, where necessary, to visit sites and inspect projects with the operations team to monitor/report on site progress and also carry out site visits/reports for all tender programmes.

Knowledge and Experience

- Experience of producing low and high volume for multiple large construction projects
- Good knowledge of building and general construction techniques and methodology
- The ability to lead and direct the development of the project plan
- Ability to analyse complex data (quantitative and qualitative), draw conclusions and produce solutions and decisions, and produce reports
- Ability to build effective working relationships with people at all levels
- Ability to use project planning software (Asta Powerproject) and office based packages i.e. MS Office (Outlook, Word, Excel) is essential
- An understanding of the design and procurement process and of contractual matters
- An ability to think laterally and apply innovative solutions
- Ability to work independently and manage own workload but also must be able to work effectively as part of a team

You will ideally possess a Degree or be qualified in a suitable Construction discipline. You will have the ability to take direction when needed, a willingness to learn new approaches and a fondness for problem solving. You will possess excellent communication skills being able to convey clear and concise information in both written and verbal format to Project Management and third parties alike.

Hours of work are 8.30am to 5pm. An attractive salary is offered which will be commensurate with experience. Additional benefits include; Profit Share, fully expensed company car, generous holidays and contributory group personal pension scheme and life assurance.

All cv's should be accompanied by a covering letter with a subject heading indicating the position you are applying for which details your experience to date and current remuneration and should be sent to **Laura Henderson, HR Assistant** recruitment@ogilvie.co.uk Deadline for applications is 19 April 2019.

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