

JOB DESCRIPTION



Title:	Senior Project Planner
Location	Flexible, but preferably at Project Office Oslo
Closest superior / reporting	PMO – Project Management Officer

Main objectives

- As Senior Project Planner you will become a key member of the project team. Your main responsibility is to develop and maintain the project programme, provide guidance and support to the Project Management Team and the Package Managers, and identify key issues and risks. Two key initial responsibilities for you will be: to analyse schedule returns from the Cables and Converters tenders; and to advise on the establishment of processes and systems for managing the project programme as part of an integrated suite of project controls tools (cost, time, quality, risk), and assist NorthConnect in implementing these across the project's delivery organisation. Further to that you will become the Senior Planner within the PMO as the project ramps up towards a construction management organisation and help to recruit other Planners to work within different project packages;
- Execute tasks in close cooperation with PMO; and
- Keep close interaction with Work Package managers in project environment.

Responsibilities and cooperation

Main responsibilities and tasks:

- Develop and maintain a project master programme which covers project scope of work;
- Monitor and update the Schedule at regular intervals;
- Act as a planning expert, provide any programme related guidance to the project team;
- Advise on integration of programme controls into the overall project controls and the developing management information systems requirements;
- Support project strategic planning, provide scenarios studies and professional recommendations to the management team;
- Support tendering process, provide input to the tendering packages, review and comment on tendering programmes, and lead the contractor programme negotiation along with the package teams to ensure the contractors' programmes align with the overall project plan and targets;
- Help to recruit an appropriate sized construction management planning team to work across the delivery contract packages;
- Lead review and negotiation of the contractors' baseline programmes post contract award;
- Key planning interface with every project package, capture the key interfaces between each package, employers and 3rd parties in the programme;
- Review and comment on contractors progress report and progress programme, flag any potential delays and programme risks, carry out "what-if" analysis and provide recommendations for potential recovery plan;
- Work closely with project management, engineering, cost controls and accounts personnel to deliver regular timely, accurate and simple monitoring and control information to the project;
- Provide sufficient and wide communication to the project team about the latest programme information clearly and simply;
- Support project director, package managers and contract managers for extension of time and variation analysis, and provide professional opinion on associated schedule matters; and
- Maintain an accurate as-built programme and data control for handover into Operational information.

Other duties:

- Support PMO as required.

Cooperation with other units:

- Ensure input from all units as regards cost and progress reporting.

Required qualifications and competencies**Formal education:**

- University degree or substantial experience in an Engineering, Surveying, Industrial or Business Administration/Economics subject area.

Professional experience:

- Minimum 5-7 years professional experience as a Project Planner, preferably in large-scale energy and/or infrastructure projects.
- Experience in the Subsea Interconnector and/or Power Transmission sectors would be highly beneficial as well as Project Management know-how.
- High level of numeracy and excellent analytical skills, able to deal with complex situations/scenarios.

Further knowledge:

- Proficiency and experience with planning and scheduling systems such as Primavera P6 Professional & MS Project.

Personal skills:

- Excellent communication and presentation skills.
- Strong commercial awareness.
- Excellent English in both the written and spoken forms.
- Both a leader and a team player, with the ability to influence over a wide network of co-worker relationships.
- Strong self-performance management and delivery focus with the ability to balance conflicting requirements of quality, cost and time and make decisions in tight timescales.
- Results-oriented, able to meet tight deadlines and produce concise information for senior management.

Dated: 2019-01-30