

	<p style="text-align: center;"><u>INTERNAL AND EXTERNAL APPLICANTS WELCOME</u> CAREER OPPORTUNITY VACANCY CLARKE CHAPMAN FACILITIES MANAGEMENT LTD</p>
LOCATION	<p style="text-align: center;">WARRINGTON</p>
JOB TITLE	<p style="text-align: center;">PLANNING COORDINATOR</p>
JOB DESCRIPTION	
<p>Reporting directly to the Operations Manager (Rail Delivery), the main duties of the Planning Coordinator will be, but will not be limited to the following:</p> <p>Planning and Scheduling</p> <ul style="list-style-type: none"> • In control of the planning and scheduling of pre-delivery site inspections and rail delivery requirements. • Liaising with the clients' Infrastructure Recipients (by email and telephone). • Allocation of competent delivery personnel to meet the delivery plans with due consideration to constraints such as absences/holidays/fatigue management etc. • Responsible for continuously monitoring and modifying the plan as necessary including the scheduling of holidays, training and competency and short notice changes to the delivery plans. • Continuously communicating progress/modifications of plan to relevant stakeholders (Operations Manager/Supervisors/Client/Recipients etc.). • Responsible for client reporting and issuing the plan to personnel on a weekly basis. • Will utilise/input data to our planning software package for the planning and scheduling of pre-delivery site inspections and rail delivery requirements. • Responsible for the booking of hotels as necessary to meet operational requirements. • Participation in a weekly telephone conference with our clients planning personnel. <p>Administration</p> <ul style="list-style-type: none"> • To provide administrative support to the Contract Management team, including the provision of reports as required. • Processing of timesheets and expenses to head office on a weekly basis. • Undertake any other duties which may be necessary in our dynamic environment to ensure quality, safety, quantity and the needs of our customers are met. 	
EXPERIENCE AND KEY COMPETENCIES:	
<p>Demonstrable experience in a similar planning/scheduling role would be desirable and experience of using a planning software package would be an advantage but not essential as full training will be provided. Ideally, the Planning Coordinator will have:</p> <ul style="list-style-type: none"> • Good IT skills, proficient in the use of Microsoft Office, including Word and Excel. • Good organisational and time management skills with the ability to prioritize own workload. • Demonstration of a flexible attitude to tasks and job requirements. • Demonstration of being able to simultaneously handle the pressure of dealing with a variety of demands including short notice changes/timescale pressures. • Excellent interpersonal, oral and written communication skills including a confident telephone manner. • Good attention to detail. • Ability to work on own initiative and as part of a team. • A background in project planning/scheduling or other similar role would be desirable. • Proficient in the use of planning/scheduling software would be an advantage. 	
QUALIFICATIONS	
<p>GCSE English and Mathematics, grade C (or equivalent) Administration NVQ level II (preferable)</p>	
APPLICATION PACKS CAN BE OBTAINED FROM:	
<p>Human Resources Department, The Clarke Chapman Group Limited PO Box 9, Saltmeadows Road, Gateshead, Tyne & Wear NE8 1SW E-mail: applications@clarkechapman.co.uk or telephone: 0191 4772271</p>	
CLOSING DATE	<p style="text-align: center;">Monday 4th March 2019 (all completed application forms must be returned by this date)</p>