

Job Title:	Senior Planner	Position Type:	Permanent, Full-time
Location:	Melksham	Grade:	M
Department:	Projects	Closing Date:	21/12/18
Job Description:			
Purpose of position:	To lead the planning of KB Projects, Engineering RED, Development, REW, Aftermarket, Overhead and Project task activities, reporting to the Manager of Projects.		
Training / education:	<ul style="list-style-type: none"> • Minimum of 5 years relevant experience. • Planning experience utilising Primavera. • Knowledge of Engineering disciplines. • Strong academic record. 		
Professional experience and / or qualifications:	<ul style="list-style-type: none"> • Experience in planning and Primavera database. • Management, leading a company planning culture. • Reporting, negotiation and project planning skills. • Managing people. • PC literate. • Strong written reporting skills. • Confident communication skills. • Ability to work well under pressure. 		
Additional skills and requirements (IT, languages, extensive travel, etc.):	Able and willing to travel as required for role.		
Financial responsibility:	<ul style="list-style-type: none"> • Creation of role based costed programmes at tender phase • Creation of resource loaded / detailed base lined programmes of work at order phase. • Responsible for updating all programmes of work on a weekly / daily basis with the use of an automated time accounting tool, and weekly update meetings. • Control of change requests both internal and external. • Creation and analysis of earned value reports both at project and Engineering portfolio level. • Cost analysis against baseline. • Analysis of base line trends, float and critical path. • Identification and levelling of resource to prioritise slippage to programmes of work. • Weekly export of timesheet information from Primavera to SAP / RED. Baseline analysis and communication of corrective actions. • Creation and analysis of timesheet metrics and monthly board report summaries. • Risk analysis and avoidance of resource bottlenecks. • Provide weekly tasks lists for project managers to deliver. 		

	<ul style="list-style-type: none"> • Maintenance of planning database, resource profiles / calendars. • Update of generic templates with information from delivered development projects (lessons learned for cost / duration). • Provide information on current and future engineering Projects and impact on resource and skill sets. • Analysis of customer (Intercompany / Internal) schedules against specific constraints or agreements.
Key indicators:	<ul style="list-style-type: none"> • Critical thinking and problem-solving skills. • Planning and organising, decision making. • Delegation, team work, develop full scale project plans. • Ability to influence and inspire. • Negotiation, conflict management, adaptability.
Responsibility for personnel:	<ul style="list-style-type: none"> • Define engineering tasks and resource requirements, manage project resource allocation. • Team management. • Communication skills, influencing and leading.
Indicative main responsibilities / duties (5-9 key outputs):	
<ul style="list-style-type: none"> • Provide leadership and support the Project and Engineering teams through accurate Project Planning in Primavera. • The role will provide progress reporting and analysis to ensure that all critical milestones are met and are on target for internal and external Projects. • Management of the RED time recording system for Customer Project Related (CPR) and Non-Project Related (NPR) hours for the Knorr-Bremse site in Melksham. • Ensure that KB can maintain the sales plan based on planned activities and deliver internal projects to market. • The senior planner shall ensure that the time recording / accounting process is managed for all associated KB resources. 	
Applying for this position:	
By email:	<p>To apply by email, please send your CV and Covering Letter to: recruitment.resmlk@knorr-bremse.com.</p> <p>Please include the 'Job Title' in the email subject.</p>

Please note that roles may close earlier than specified should we receive sufficient applications prior to the written closing date.