

<b>Job Title:</b>	Senior Planner	<b>Position Type:</b>	Permanent, Full-time
<b>Location:</b>	Melksham	<b>Grade:</b>	M
<b>Department:</b>	Projects	<b>Closing Date:</b>	01/02/19
<b>Job Description:</b>			
<b>Purpose of position:</b>	To lead the planning of KB Projects, Engineering RED, Development, REW, Aftermarket, Overhead and Project task activities, reporting to the Manager of Projects.		
<b>Training / education:</b>	<ul style="list-style-type: none"> <li>• Minimum of 5 years relevant experience.</li> <li>• Planning experience utilising Primavera.</li> <li>• Knowledge of Engineering disciplines.</li> <li>• Strong academic record.</li> </ul>		
<b>Professional experience and / or qualifications:</b>	<ul style="list-style-type: none"> <li>• Experience in planning and Primavera database.</li> <li>• Management, leading a company planning culture.</li> <li>• Reporting, negotiation and project planning skills.</li> <li>• Managing people.</li> <li>• PC literate.</li> <li>• Strong written reporting skills.</li> <li>• Confident communication skills.</li> <li>• Ability to work well under pressure.</li> </ul>		
<b>Additional skills and requirements (IT, languages, extensive travel, etc.):</b>	Able and willing to travel as required for role.		
<b>Financial responsibility:</b>	<ul style="list-style-type: none"> <li>• Creation of role based costed programmes at tender phase</li> <li>• Creation of resource loaded / detailed base lined programmes of work at order phase.</li> <li>• 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.</li> <li>• Control of change requests both internal and external.</li> <li>• Creation and analysis of earned value reports both at project and Engineering portfolio level.</li> <li>• Cost analysis against baseline.</li> <li>• Analysis of base line trends, float and critical path.</li> <li>• Identification and levelling of resource to prioritise slippage to programmes of work.</li> <li>• Weekly export of timesheet information from Primavera to SAP / RED. Baseline analysis and communication of corrective actions.</li> <li>• Creation and analysis of timesheet metrics and monthly board report summaries.</li> <li>• Risk analysis and avoidance of resource bottlenecks.</li> <li>• Provide weekly tasks lists for project managers to deliver.</li> </ul>		

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