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TITLE:

- Assistant Project Planner, New Works, (The New Works Section is the Project Delivery section of the Iarnród Éireann Infrastructure Manager Department).

ROLE & PURPOSE:

- Assist the Programme Planner to implement Planning & Scheduling in all project programmes undertaken by the New Works department. To enable the timely delivery and effective resource management of projects.
- To assist the Programme Planner to produce Schedules/Plans including but not limited to the DART Expansion taking due regard to budget and resources.
- In conjunction with the Programme/Project Planner DART Expansion and individual Task Leaders, produce and maintain plans identifying all key and subsidiary tasks.
- Ensure proper coding of the schedule to facilitate transfer of accurate information to the 'Master Schedule'.
- Assisting in the implementation of project control procedures in conjunction with all relevant staff. (Accountants, QS, PM's etc.)
- Implement New Works Programme and project reporting regime.
- Assist with the monitoring & reporting on all areas of the New Works and DART Expansion projects.
- To assist with the smooth implementation of projects within New Works.
- To monitor implementation of projects within the New Works.
- To provide professional support in terms of management of projects undertaken by the New Works Programme Planner & Project Managers in New Works.

REPORTING RELATIONSHIPS:

REPORTS TO:

- New Works Programme Planner.

WORKING RELATIONSHIP WITH:

- Liaise with Programme managers, Project Managers, Planners, Contract Managers, Accountants, Task Leaders, Project Controls and Designers;
- Project Support Staff working in the wider organisation, including Signalling, Electrification and Telecoms department, CIE Group Solicitors, CIE Group Property, IE Procurement Department, IM Operations Department, Railway Undertaking, IT department etc.;
- External Contractors and Consultants;
- External agencies, including local authorities, National Transport Authority (NTA), Commission for Railway Regulation (CRR), utility providers etc.;

KEY QUALITIES:

ESSENTIAL:

- Planning & Scheduling /Engineering related degree.
- Comprehensive knowledge & experience working on Microsoft Project and Oracle Primavera P6.
- Excellent understanding of Project Management principles.
- Demonstrated planning management capability appropriate to the role and purpose of the position.
- Proficient in MS Excel and Word.
- Good working knowledge of database management and spreadsheets.
- Ability to assist with the production, monitoring and management of budgets.

DESIRABLE:

- Project Management Professional qualification.
- Experience within an engineering / railway environment.
- Programme Risk Management skills.
- Earned Value Analysis Skills.
- Understanding of Project Management Procedures.

COMPETENCIES:

- Programming & Scheduling using Microsoft Project and Oracle Primavera P6.
- Demonstrated project management experience.
- Excellent communication skills.
- Demonstrable ability in planning and organising.
- Commercial Awareness.

GENERAL MANAGEMENT RESPONSIBILITIES:

- **Safety:** To act as a focus for safety in line with the New Works Safety Management System and to discharge your safety responsibilities as outlined by your reporting Manager and Safety Responsibility Statement (SRS).
- **Engineering:** To ensure that all projects are properly authorized and progressed in accordance with IE and IM policy, standards and procedures.
- **Business:** To manage, coordinate and control all projects and related activities for your business.
- **People:** To ensure constant communication with all colleagues within your area and to support the People Management policy within the IM team.

SPECIFIC RESPONSIBILITIES:

GENERAL

- Assist the Programme Planner, New Works, on a day-to-day basis to ensure the programme objectives are appropriately focused and achieved.
- Assist the Project Team in the preparation and compilation of Project Board Papers.
- Develop project schedules, identifying key phases and elements and their inter-dependencies.
- Ensure all activities are captured and logically linked.
- Analyse the critical path, make sure this is valid, ensuring reasonable project float.
- Ensure effective cost and work breakdown structures are developed and appropriately coded in accordance with established procedures.
- Assist the Project Managers, Accountant and QS to develop cash flow for programme to enable actual expenditure and progress to be captured against the baseline plan.
- Monitor Progress and delay analysis against the baseline.
- Analyse Cost Performance relative to the progress achieved using Earned Value (EV), Cost Performance Index (CPI) and Schedule Performance Index (SPI).
- Attend project meetings to review project progress highlighting potential delays affecting the critical path and assist in delivering remedial actions.
- Ensure project plans are fully resourced to aid Programme resource planning.
- Manage Programme project reporting in terms of financial and physical progress.
- Record actual progress against the baseline and advise accordingly.
- In conjunction with the Project Planner and Project Managers ensure work plans are fully resourced to aid Programme resource planning.
- To keep programmes updated and reviewed with the project team on a periodic basis in line with company procedure.
- Prepare reports for period review meetings.
- Preparation of yearly, quarterly, monthly and weekly programmes.
- Incorporate approved scope changes into MSP & Primavera.
- Attendance at periodic review meetings, construction meetings, and site visits to provide reports on progress.
- Ensure Project Close-out Procedure is implemented.
- For Consultant assisted projects, ensure that project detailed schedules are established and periodically progress monitored and analysed against baseline

ENGINEERING

- Assist the New Works Project Managers in the development of Infrastructure.
- Responsibility scheduling feasibility work, design, procurement, construction, commissioning and handover of projects.
- Responsible for ensuring that projects are managed in accordance with defined project management and control procedures.
- Responsible for the ongoing implementation of appropriate project and contract control mechanisms and for their monitoring and reporting.

SAFETY

- To Identify Hazards and Risks in the workplace or at worksites and participate in Risk Assessments.
- To participate in and adhere to all actions arising from safety briefings, Risk Assessments, Safety Tours and Safe Systems of Work.
- Observance of Iarnród Éireann and Infrastructure policy, standards and procedures and facilitate compliance with the Company's Safety Management System in respect of your sphere of influence.
- You will completely and fully deliver your responsibilities as specified in the Safety Responsibility Statement which accompanies this role.
- Review on an on-going basis risks relevant to your role including both occupational and asset related risks.

PEOPLE

- Comply with corporate HR policy and procedures.
- Lead and provide all necessary support to staff to enable the execution of their role.
- Communicate effectively with staff to ensure proper execution of tasks.

FINANCE

- In conjunction with the Programme Planner and Project Managers Plan, monitor and report on all financial aspects of those works.
- In conjunction with the Programme Planner and Project Managers prepare and manage budgets as necessary ensuring all chargeable and non-chargeable items (person hours) are accurately captured.
- Undertake all activities in line with the Iarnród Éireann governing procurement policies and procedures.
- In conjunction with the Accountant & Project Managers manage programme /project reporting in terms of financial and physical progress.
- Help ensure Project Close-out Procedure is implemented.
- In conjunction with the Accountant develop effective cost and work breakdown structures which are appropriately coded in accordance with established procedures.
- In conjunction with the Project Manager, develop work schedules, identifying key phases and elements and their inter-dependencies.
- Develop with Accountant cash flow programme to enable actual expenditure and progress to be captured against baseline plan.
- Support the Programme Manager in the preparation of quarterly interim and annual stewardship reports, identifying:
 - Performance against each objective.
 - Actual and forecast expenditure against budget.