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TITLE:

- Project Planner SE&T for the DART Expansion Project, Signalling, Electrical & Telecoms Department (SET).

ROLE & PURPOSE:

- The role of Project Planner for the DART Expansion project requires you to produce, maintain and report on the DART Expansion Project Programme.
- You will be accountable to the Project Planning Manager SE&T and to the DART Expansion Project Manager or other DART Expansion Project line manager that you are assigned to.
- The creation, maintenance and reporting of a cost and resource loaded programme for the DART Expansion Project.
- Work with Project Manager for the DART Expansion Project and other key task leaders to ensure the Programme correctly identifies all key and subsidiary tasks.
- Ensure that the programme contains the proper coding of the SE&T schedule to facilitate transfer of accurate information to Master Schedule.
- Assisting in the implementation of project control procedures in conjunction with all relevant SE&T staff.
- Lead the SE&T DART Expansion programme and project reporting regime.
- Monitoring & reporting on all areas of the SE&T DART Expansion project.
- To provide professional planning support for the management of all activities undertaken by the SE&T for the DART Expansion Project.

REPORTING RELATIONSHIPS:

REPORTS TO:

- SE&T Project Engineer for the DART Expansion Project.
- SE&T Planning Manager

WORKING RELATIONSHIP WITH:

- Contractors/Suppliers/Consultants.
- SE&T Technical Managers.
- SE&T Principal Engineers
- SE&T Planning Manager
- Project Management Office (PMO).
- Chief Civil Engineers department,
- RU Staff.
- Commission for Rail Regulation (CRR).
- External Agencies as necessary.
- SE&T Programme Delivery Manager
- SE&T Safety Manager
- SE&T Quality Manager
- IE Procurement Dept.

KEY QUALITIES:

ESSENTIAL:

- Planning/Engineering related degree or diploma qualification.
- Working knowledge and demonstrable experience in using Primavera P6 & Microsoft Project scheduling software on a similar sized project.
- Demonstrable competencies in programme and project planning skills including integration with financial Work Breakdown Structures (WBS).
- Minimum 5 years' experience working as a Project Planner/Scheduler within an Engineering / Railway environment.
- Good understanding of Project Management principles.

- Knowledge of Microsoft Office Suite programme (i.e. Excel, Word, PowerPoint, Visio, etc.)
- Working knowledge of database management and spreadsheets.
- Ability to facilitate & lead Planning/Schedule workshops when required.

DESIRABLE:

- Project Management Professional qualification.
- Programme Risk Management skills.
- Earned Value Analysis Skills
- Knowledge of Railway Systems.
- Understanding of Project Management Procedures.

COMPETENCIES:

- Programming & Scheduling.
- Commercial Awareness.
- Demonstrable project management experience.
- Excellent communication skills.
- Demonstrable ability in planning and organising.

GENERAL MANAGEMENT RESPONSIBILITIES:

- **Safety:** To act as a focus for safety in line with the SE&T Department Safety Management Systems (SMS) 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

- Record actual progress against the baseline and advise accordingly.
- In conjunction with the SE&T project Managers ensure work plans for the DART Expansion Project are fully resourced to aid Programme resource planning.
- Produce and maintain a resource loaded programme.
- 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 for ongoing and existing SE&T programmes related to the DART Expansion Project.
- Incorporate approved scope changes into the programme.
- Attendance at periodic review meetings, construction meetings, and site visits to provide reports on progress of design & construction respectively

ENGINEERING

- Provide Planning support to the Project Manager for the DART Expansion Project.
- Responsible for ensuring that projects are planned 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.
- Ensure that the programme correctly links, in a logical manner, the design, procurement, construction and commission elements of the project.

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.
- Managing your team to ensure that responsibilities and priorities are appropriately assigned to achieve your safety objectives.
- 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.
- Promote the SE&T New Business Strategy

FINANCE

- Plan, monitor and report on all financial aspects of those works for which you are responsible.
- 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 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 SET Project Manager, develop work schedules, identifying key phases and elements and their inter-dependencies.
- Develop, with the Accountant, cash flow a 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.