

PLANNER

Location: Harwell, Oxfordshire

Salary Range: £25,982 - £32,394 (depending on skills)

RSRL is developing world-class expertise in nuclear decommissioning, waste management and the environmental restoration of its sites. The Programme Office is responsible for preparing and maintaining the Lifetime Plan for the Harwell & Winfrith sites and for the performance monitoring and reporting of the Plan to the Nuclear Decommissioning Authority (NDA).

The Planner post is to provide planning resource to produce project and programme plans; to monitor and assess progress and performance against those plans and to report on schedule progress and performance to Senior Project Managers and Senior Management as required.

Plans are to be built from the foundation of clearly defined Work Breakdown Structures for LTP, NTWP and execution year planning horizons. Schedules are then to be fully costed and resource loaded to provide a sound basis for Earned Value analysis and reporting.

Main Responsibilities

- Provide planning support to projects on the Harwell/Winfrith sites and interface with staff at differing levels in the projects.
- Responsible for the scheduling and statusing of at least one Major Work Group area on the Harwell/Winfrith Sites e.g. B220, SGWHR, Balance of Site Structures etc.
- Assist Senior Project Managers with the selection of targets for all Major, Key, Regulatory and Project milestones
- Prepare more detailed working schedules and monitoring reports as required by the Senior Project Manager and the RSRL Planning Manager.
- The post holder will also be required to provide mentoring and on the job coaching to new Trainee Planning staff as required by the RSRL Planning Manager.

Desirable Aptitudes & Experience:

- Suitably qualified in a relevant subject (engineering or other technical subject) and/or able to prove qualification by experience.
- Proactive approach with ability to anticipate problems and provide solutions quickly and efficiently.
- Ability to look beyond the immediate issue and appreciate the wider requirements of the programme.
- Familiar with Planning methods and tools.
- IT literate with PC skills to include Excel (intermediate level) and Word.
- Ability to work with minimal direct supervision and able to prioritise own workload

For further information: please contact Steve Whiting on 01235 431658

Applications to be sent to: Debbie Stroudley, Human Resources, B392.10 Rutherford Avenue, Harwell Oxford, Didcot, OX11 0DF or via e-mail (debbie.stroudley@research-sites.com)

Closing date: Friday 3rd February 2012