



## POSITION DESCRIPTION

Please consult with HR when completing the position description

Position Title: Senior Planner <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Division: Building
Position Grade/Category (filled in by HR):	
Position reports to (position title): <b>Contracts Manager</b>	
Supervisor's email address: <b><u>agjones@hornibrook.com.pg</u></b>	
Direct reports (number of reports and position titles): N/A	

<b>Position Summary:</b> <i>In 3-4 sentences, briefly but specifically, summarize the primary purpose of the job.</i>
<ul style="list-style-type: none"><li>▪ Assist in the development of tenders and construction methodology</li><li>▪ Project planning</li><li>▪ Develop detailed construction and procurement programs</li><li>▪ Monitor the performance of projects in liaison with Project Managers</li><li>▪ Establish resource requirements for projects</li><li>▪ Liaise with contracts team for substantiating extensions of time</li><li>▪ Knowledge of Primavera P6 or similar</li></ul>

<b>Duties and Responsibilities:</b> <i>List up to five <b>essential functions</b> of the job in the space provided below, indicating the <b>most important</b> first.</i>
1. Develop construction and procurement programs
2. Develop resource requirements, work breakdown structures and resource histograms
3. Monitor the time based performance of projects in liaison with Project Managers and Contracts team
4. Assist in the preparation and development of tenders and construction methodology
5. Project planning and management



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**Supervisory Responsibilities:** *Indicate the type and scope of supervisory responsibilities of this job. Check only one box. Note: this refers to supervision of other employees, not programs or tasks.*

- ☐ Not responsible for supervising employees.
- ☐ Supervises student workers only.
- ☒ Guides work of others who perform essentially the same work. May organise, set priorities, schedule and review work, but has no responsibility to hire, terminate, review performance or make pay decisions, e.g., Lead position.
- ☒ Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity. May offer recommendations for hiring, termination and pay adjustments, but does not have responsibility for making these decisions.
- ☐ Supervises work of others, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organisational structure and job content.

**Work Experience:** *Indicate the required level of work-related experience required to effectively perform the job's responsibilities. This is not necessarily the same as your relevant experience. Check only one box.*

- ☐ Less than 12 months    ☐ 1-3 years    ☐ 3-5 years    ☒ 5 – 10 years    ☒ More than 10 years – please specify

**Education:** *Indicate the minimum level of education generally necessary to effectively handle the job's duties and responsibilities.*

- | Required                            | Preferred                           |  |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Secondary/High school diploma or GED   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Vocational or technical training – Field of study:                             |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Associate's degree, or vocational or technical school degree – Field of study: |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Bachelor's degree – Field of study: Construction                               |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Master's degree – Field of study:  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Doctoral degree – Field of study:  |

*Additional information (such as licenses, certifications, valid Driver's License, etc):*

*Drivers licence required*



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### Skills, Knowledge, Ability Needed to perform this Job:

- Computer literate (proficient with MS Word, Excel and Primavera P6 or similar)
- Strong knowledge of construction methods
- Ability to develop and monitor construction and procurement programs
- Diligent and well organised
- Excellent communication skills are essential
- Good work ethic
- Ability to manage and prioritise tasks

### Physical Requirements

**Physical/Environmental Demands:** *Indicate the typical physical and/or environmental demands required to effectively handle the job responsibilities.*

- ☒ Office environment / no specific or unusual physical or environmental demands.
- ☐ Specific physical requirements or environmental exposures. ***Provide details below.***

*Check the physical demands that are **required** to perform this job.*

Physical Activity	Indicate by a tick
Sitting	<input checked="" type="checkbox"/>
Repetitive hand motion (such as typing)	<input checked="" type="checkbox"/>
Hearing, listening	<input checked="" type="checkbox"/>
Talking	<input checked="" type="checkbox"/>
Standing	<input checked="" type="checkbox"/>
Walking	<input checked="" type="checkbox"/>
Bending	<input type="checkbox"/>
Stooping	<input type="checkbox"/>
Climbing stairs	<input type="checkbox"/>
Climbing ladders	<input type="checkbox"/>
Kneeling, squatting	<input type="checkbox"/>
Crouching	<input type="checkbox"/>
Crawling	<input type="checkbox"/>
Balancing	<input type="checkbox"/>
Reaching overhead	<input type="checkbox"/>
Pulling, pushing	<input type="checkbox"/>
Shoveling	<input type="checkbox"/>
Lifting	<input type="checkbox"/>



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### Work Environment

*This question describes your current working conditions. Check all the boxes that apply.*

<input checked="" type="checkbox"/>	<b>Office Environment:</b> Employees are protected from weather conditions or contaminants, but not necessarily occasional temperature changes.
<input type="checkbox"/>	<b>Outdoor Environment:</b> Employees work outdoors and may not be protected from weather conditions.
<input type="checkbox"/>	<b>Extreme Cold:</b> Temperatures typically below 32 degrees for more than an hour.
<input type="checkbox"/>	<b>Extreme Heat:</b> Temperatures above 100 degrees for more than an hour.
<input type="checkbox"/>	<b>Noise:</b> There is sufficient noise to cause you to shout in order to be heard above the noise level.
<input type="checkbox"/>	<b>Vibration:</b> Exposure to oscillating movements of extremities or whole body.
<input type="checkbox"/>	<b>Hazards:</b> Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, or exposure to chemicals in work setting.
<input type="checkbox"/>	<b>Oils:</b> There is air or skin exposure to oils or other cutting fluids.
<input type="checkbox"/>	<b>Infectious Diseases:</b> Employees are frequently exposed to contagious or infectious diseases.
<input type="checkbox"/>	<b>Atmospheric Conditions:</b> Conditions that affect the respiratory system, such as fumes, odors, dusts, mists, gases, or poor ventilation.
<input type="checkbox"/>	<b>Close Quarters:</b> Employees are frequently required to work in crawl spaces, shafts, man holes, sewage and water line pipes, and other areas that could cause claustrophobia.