



## About HBC Construction Limited

Formerly known as Henry Boot Construction, HBC Construction Limited (HBC) is a wholly owned and independently managed construction company.

Employing over 100 construction specialists and based in Dronfield, Derbyshire, HBC operates across Yorkshire, Teesside and the East Midlands.

A multi award-winning contractor, HBC is committed to the highest possible industry standards. Renowned for building with integrity, authenticity and passion, developers, local authorities, contractors and supply chain partners know they can rely on HBC's service excellence, construction expertise and the ability to deliver solutions for complex projects.

Job title	<b>Senior Project Planner</b>
Department	<b>Planning</b>
Travel	<b>Frequent business travel required</b>
Role reference	<b>HBC-KF-2023-SPP(GLG)</b>
Reporting to	<b>Head of Planning</b>
Job grade	<b>5</b>

## Job summary

The Senior Project Planner will be responsible for carrying out the planning function of large projects (over £25m) and complex tenders with high programme input (50-100% of working week).

This role requires expert review of design for implementation of alternative techniques, Modern Methods of Construction (MMC), and temporary works solutions.

The Senior Project Planner will maintain and develop a professional network for the betterment of the company and projects, demonstrate excellent understanding of different forms of contracts, possess superior skills in delay analysis, and have good understanding of 4D Planning.

A key aspect of this role includes mentoring of Assistant/Trainee/Graduate Planners as required.

## Job details

### Strategic Planning and Leadership

- Lead the planning function on large-scale (£25m+) and complex projects, developing innovative strategies to deliver ahead of programme.
- Act as the principal planning authority on projects, providing executive-level counsel to Project Directors and senior stakeholders.
- Lead planning teams on multi-faceted projects, establishing methodologies and setting planning standards.
- Develop and implement advanced planning strategies to optimise project delivery.
- Mentor and develop Assistant, Trainee, and Graduate Planners, establishing training plans and career progression routes.
- Represent the company at industry events and forums to promote best practices in planning.



### **Tender Planning Excellence**

- Lead complex tender submissions (£25m+), with full ownership of programme development, strategic phasing, and resource optimisation.
- Develop comprehensive tender programmes including advanced logic statements, resource histograms, and detailed methodology narratives.
- Create sophisticated risk-assessed programmes with probabilistic analysis for high-value projects.
- Formulate and present innovative construction methodologies that deliver competitive advantage.
- Evaluate and implement advanced Modern Methods of Construction (MMC) and off-site manufacturing opportunities.
- Develop complex logistical strategies for challenging urban sites, sensitive environments, or multi-phase developments.
- Perform expert critical path analysis to identify key risk areas and develop mitigation strategies.
- Lead 4D planning initiatives to enhance visualisation and communication of complex project sequences.
- Chair tender planning reviews with executive leadership prior to submission.
- Represent the company at board-level tender interviews, articulating planning strategy.

### **Advanced Contract Planning**

- Develop sophisticated contract programmes for complex, high-value projects, fully compliant with contractual requirements.
- Create comprehensive baseline programmes with advanced features including resource-loading, cost-loading, and earned value analysis.
- Establish and maintain integrated master schedules linking design, procurement, construction, commissioning, and handover.
- Develop complex critical path methodology (CPM) schedules with resource and cost optimisation.
- Implement advanced planning techniques including Line of Balance, Location-Based Scheduling, and Monte Carlo simulation as appropriate.
- Coordinate integrated programme management across multi-disciplinary teams.
- Develop bespoke planning solutions for complex contractual arrangements including joint ventures, framework agreements, and alliance contracts.
- Create comprehensive information management strategies including BIM integration and digital delivery requirements.

### **Programme Management and Forensic Analysis**

- Lead the development of all programme types for complex projects, including master programmes, design programmes, procurement schedules, commissioning sequences, and handover strategies.
- Perform sophisticated schedule risk analysis using advanced modeling techniques.
- Conduct detailed forensic delay analysis using methodologies such as Time Impact Analysis, Collapsed As-Built, and Windows Analysis.
- Prepare expert planning documentation in support of extension of time claims and dispute resolution.
- Develop recovery strategies for complex projects facing significant delay challenges.
- Create and maintain integrated programmes across multi-disciplinary teams, including client stakeholders.
- Implement earned value management systems to track and report project performance.
- Lead the planning aspects of strategic project reviews, providing executive-level reporting.

### **Progress Monitoring and Reporting**



- Establish advanced progress monitoring systems for large, complex projects.
- Develop executive-level reporting dashboards and KPI tracking systems.
- Lead complex programme workshops to identify and mitigate delay factors.
- Chair planning-focused progress meetings with senior client representatives.
- Provide detailed variance analysis and strategic recovery planning for projects in distress.
- Implement advanced productivity tracking systems and trend analysis.
- Develop and maintain sophisticated lookahead programmes with probabilistic completion forecasting.
- Create integrated reporting systems linking programme, cost, quality, and safety performance.

### **Strategic Planning and Innovation**

- Lead the implementation of advanced planning technologies including 4D BIM integration, artificial intelligence for schedule optimisation, and digital twins.
- Develop and implement planning methodology improvements across the business.
- Contribute to corporate planning standards and procedures development.
- Lead knowledge sharing initiatives for planning best practices.
- Identify and implement innovative planning approaches to gain competitive advantage.
- Represent the planning function in strategic business improvement initiatives.

### **Mentoring and Development**

- Provide mentorship to junior planning staff, sharing expertise and supporting their professional development.
- Establish structured training programmes for planning team members.
- Conduct regular performance reviews and set development objectives for planning staff.
- Lead knowledge transfer sessions on advanced planning techniques.
- Support the recruitment and development of planning talent across the business.

### **Role attributes**

- Drive a culture of planning excellence and continuous improvement.
- Proactively identify strategic planning issues and implement change.
- Observe strict confidentiality in respect of commercially sensitive information.
- Represent, and always act in the best interests of HBC.
- Serve as a planning ambassador and thought leader for the business.

## Qualifications, Skills, Knowledge and Experience

Education, Training and Qualifications	Essential	<ul style="list-style-type: none"> <li>• Degree in related field.</li> <li>• Advanced industry-specific training in planning methodologies.</li> <li>• SMSTS certification or equivalent.</li> <li>• CSCS Card.</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Master's degree in Project Management or similar.</li> <li>• Professional certification in planning (e.g., PMI-SP, Guild of Project Controls).</li> <li>• Membership of relevant professional bodies (CIOB, APM, PMI).</li> </ul>
Relevant Experience	Essential	<ul style="list-style-type: none"> <li>• Experience in planning large-scale construction projects (£25m+).</li> <li>• Proven track record of tender planning for major complex projects.</li> <li>• Expert knowledge of all forms of contract (JCT, NEC, FIDIC, etc.).</li> <li>• Demonstrated experience in forensic delay analysis and EOT claims.</li> <li>• Advanced proficiency in planning software (ASTA, Primavera P6, MS Project).</li> <li>• Experience implementing 4D planning solutions on complex projects.</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Background in multiple construction sectors.</li> <li>• Experience with integrated project delivery methods.</li> </ul>

Skills and abilities	Essential	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Dedicated and hardworking attitude</li> <li>• Good attention to detail</li> <li>• Great interpersonal skills</li> <li>• Ability to learn on the job and adapt to changes</li> <li>• Ability to work in busy working environments</li> <li>• Excellent timekeeping</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Driving Licence – For site visits and client meetings</li> </ul>
Knowledge and experience	Essential	<ul style="list-style-type: none"> <li>• Comprehensive knowledge of construction planning across all project phases.</li> <li>• Expert understanding of advanced planning techniques and methodologies.</li> <li>• In-depth knowledge of construction methods, sequencing, and productivity factors.</li> <li>• Superior understanding of contractual time-related clauses and implications.</li> <li>• Comprehensive knowledge of delay analysis techniques and applications.</li> <li>• Advanced understanding of 4D planning and BIM integration.</li> <li>• Extensive experience mentoring junior planning staff.</li> </ul>
	Desirable	
Behaviours	Essential	<ul style="list-style-type: none"> <li>• Strategic thinker with ability to see beyond immediate project pressures.</li> <li>• Confident leader able to work effectively with executive teams.</li> <li>• Calm and methodical under pressure in high-stakes environments.</li> <li>• Proactive problem-solver with innovative thinking.</li> <li>• Detailed and thorough approach to planning documentation.</li> <li>• Collaborative style that engages multi-disciplinary teams.</li> <li>• Personal commitment to continuous professional development.</li> <li>• Demonstrates the HBC vision and values at the highest level.</li> </ul>