



## Head of Planning - Stirling

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Ogilvie Construction, a Scottish based Main Contractor, has an opportunity for a Head of Planning to join our business based in the Head office in Stirling.

Reporting to the Construction Director, you will be responsible for the control and ownership of the Planning Function, responsible for the development of planning strategy to ensure procedures represent industry best practice and business value. In addition be fully responsible for ensuring procedural compliance is maintained through bid and contract stage programming and progress reporting, and preparation of monthly reporting.

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### DUTIES:

- Strategic development of planning procedures to ensure best practice and robustness, including regional protocol for bid and construction stage planning, programme control and reporting.
- Provide planning support to all bids, managing the appraisal and review process to identify programme constraints, statutory and contractual obligations, analyse and manage programme risk, and develop efficient programme and logistics solutions and material in support of bid submissions.
- Support the bid team to achieve commercially attractive tender solutions.
- Liaise with key supply chain to ensure compliance and alignment with programme strategy.
- Co-ordinate / assist in the preparation and presentation of bid appraisal material for tender settlements.
- Co-ordinate / assist in the preparation and delivery of Client presentations / interview.
- Manage the transfer of programme intelligence from bid to contract stage, including programme assumptions, resource and output calculations, supply chain agreements, supporting logistics, time risk allowance and opportunity.
- Ensure all projects adhere to the philosophy of As-planned versus As-built programme and that project management teams provide updates on a monthly basis giving indication of Client, Contractor and Neutral Risk Events.
- Undertake and prepare delay analysis and collation of reports in conjunction with Project Management Teams.
- Ensure that the planning function is kept abreast of the latest changes in legal opinion and case law averments.
- Any other reasonable task in line with business requirements.

### SKILLS/QUALIFICATIONS

- Ability to operate at a strategic level, reviewing and developing procedures to reflect industry best practice
- Ensure compliance with the management system / planning procedures through the region
- Demonstrate a sound working knowledge of design, procurement and commercial processes, and the interdependencies and impact on planning and programming
- Demonstrate a sound working knowledge of forms of contract, construction law, construction technology, modern construction techniques and time and resource management
- Demonstrate a sound knowledge of industry initiatives and take the lead in assessing implications and opportunities to the planning function
- Demonstrate sound analytical and problem solving skills
- Computer literate - ability to utilise Asta Powerproject, Powerpoint, Excel, Word

**Hours of work:** 8.00am – 5.00pm (1hr lunch)

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An attractive package is on offer dependent on experience. Benefits include a competitive salary, profit share scheme and excellent contributory Pension Scheme.

All CV's should be sent to Laura Henderson, Group HR Associate at [recruitment@ogilvie.co.uk](mailto:recruitment@ogilvie.co.uk) *Ogilvie Group*

*is committed to equal opportunities and diversity for its employees, temporary workers and work seekers. Candidates are assessed on their individual merits and suitability to a position irrespective of race, gender, disability, age, faith or sexual orientation.*