



Job Title: Project Possession Planner

Reporting Structure:

The post holder is a member of the Collis Civil Engineering Division and shall report directly to the Civil Engineering Manager. In addition to close communication with the Civil Engineering Division Project Engineers, the position shall involve ongoing dialogue and interaction internally with the Civil Engineering teams and field supervisors, and externally with Clients.

Purpose of the Role:

You'll be responsible for developing detailed, fully resourced work plans for Civil Engineering Projects. We'll look to you to optimise all agreed work activities for a Section. Put simply, you'll produce plans that help us do the best job possible with the teams and times available.

It's a varied role that will see you producing everything from Safe System of Work plans, Possession and Isolation management.

Working as SSOW planner to actively ensure high standards are attained and continuously improved to assist in the planning of rail projects through identifying and securing the required possessions and work site access.

Produce and check SSOW plans with appropriate planning, safety and performance measures applied. Book and confirm appropriate possession resources within timescales when required. Maintain accounts and detailed records of possession arrangements.

Essential Criteria

- Experience of the railway infrastructure business
- A proven track record of preparing all associated SSOW plans
- Valid SSOWP qualification
- Proven skills in work plan production and resource optimisation
- Knowledge of access and possession processes and systems
- A skilled communicator with good people skills
- Core Planning Skills Level 2 Rimini Safe System of Work Planning
- Valid PTS
- Updating using Excel, Word and Explorer
- A full UK driving licence



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General:

- The post holder is required to conduct themselves in accordance with their contract of employment and the company handbook.
- The post holder must to the best of their knowledge and experience carry out work in such a manner so not to endanger their own health and safety, that of their colleagues, the company's clients, the general public, our suppliers or the environment.
- The post holder shall do their utmost to protect and enhance the company's commercial and financial well being and reputation.
- The post holder may be required to be called upon to carry out other reasonable requests/duties for the company at the discretion of his or her line Manager.
- Engage in training, development and education in order to keep skills and knowledge current and to strive for continual improvement.
- This job description should not be regarded as exclusive or exhaustive. There shall be a requirement to carry out other duties which the Company believes are within your capability.