

Job Description

TITLE:	CONSULTANT – PLANNING / DELAY
REPORTS TO:	PROJECT LEAD / DISCIPLINE LEAD
COMPETENCY LEVEL:	PRACTITIONER LEVEL 4 – DOING AND ADVISING AND MANAGING (see Job Description Guidance Note 1 & 2)

JOB PURPOSE:

Working as a Consultant in a Planning / Delay role providing services across a range of sectors for a variety of clients.

The role includes project planning, project control and retrospective delay analysis services across the full project lifecycle including:

- Feasibility Studies
- Contract Administration
- Control, manage and report contractual obligations from procurement to final account
- Determine schedules, monitor programmes and understand risks
- Accurate assessments of progress
- Forensic analysis in alternative dispute resolution (ADR)
- Clear and impartial evidence for tribunals (ADR)

As a Consultant the role also includes:

- Management of internal and external project teams
- Training, development and performance management of Decipher employees, as applicable
- Acting as a role model and mentor to other Decipher employees
- Providing support to Senior Management Team
- Promoting oneself with professional institutions
- Being involved with developing the construction professionals of tomorrow

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

General

1. Communicate effectively with clients and colleagues in relation to the agreed scope of works. Ensure understanding and deliver clear communication ensuring expectations are managed. Communicate face to face, through meetings, telephone, email and by the production of high-quality unambiguous reports.
2. Manage information in a variety of formats in a disciplined and accurate manner. Comply with the company's Quality Management System (under development) and deadline requirements.
3. Maintain Decipher timesheet (updated daily).

4. Uphold the Decipher Way and company Core Values in dealings with clients, colleagues and external stakeholders.
5. Network externally and identify business development opportunities.

Health & Safety

6. Comply with company and client health and safety policies and procedures.
7. Comply with site PPE requirements.
8. Ensure project programmes allow adequate time for health and safety management of programme activities.

Functional

Pre-Contract

9. Provide advice and support in the development of fee bid proposals, narrative and costs.
10. Lead the planning of construction works at tender stage (pre-contract). Produce duration calculations, phasing diagrams, method statements and programmes.

Live

11. Competently review and update phasing diagrams, method statements and programmes. Write and critique reports on the status of live projects.
12. Competently produce, update and monitor multiple programmes for multiple purposes. Produce comprehensive supporting narratives explaining assumptions made.

Delay

13. Have an excellent understanding of key scheduling issues such as float, concurrent delay, constructive acceleration, impact on change to the scope and the cumulative effect of delays to the programme.
14. Have an excellent understanding of the SCL and AACE Protocols. Make decisions in terms of the optimum programme and delay analysis methodology to adopt for the given circumstances.
15. Thoroughly analyse information provided and identify missing information/documentation that is required.
16. Have a detailed understanding of how to prove entitlement for Extension of Time (EOT) and produce EOT claims.

General

17. Organise and lead the client with regards to their 'time management' of projects.
18. Have a detailed understanding of how to identify factors that contribute to the failure or abuse of a programme.
19. Competently evaluate programmes created by others and critique and report on issues within them.
20. Competently produce spreadsheets, graphs, programmes and other documentation that enables visualisation of data and trends.

21. Identify trends within a project, upcoming problems and potential solutions. Ensure these are notified to client for discussion and seeking of solutions.
22. Develop and maintain client relationships to ensure project work is successfully won by the company and leads to repeat work.

Contract Administration

23. Project progress reporting on a regular basis (weekly or monthly) as required by the client.
24. Produce detailed and coherent documents and reports, prepare and issue technical reports, evaluate information produced by others and critique and report on same.
25. Appreciate timescales throughout the life cycle of a project. Understand how you can contribute to profit improvements or cause loss.
26. Excellent understanding of the building process, implications of design decisions and specifications.
27. Excellent knowledge of different forms of contract including NEC and JCT and be able to provide information to others.
28. Ensure advice is provided to clients to allow them to make reasoned decisions.
29. Responsible for the programme management of varying sizes of projects.

ADR

30. Excellent understanding of delay analysis techniques.
31. Excellent knowledge of the impact of change, delay and disruption upon a project programme.
32. Excellent knowledge of construction law; produce narratives, analyse programme and produce expert reports. Provide information to clients with regards to matters in dispute.
33. Oversee the production, formatting and collating of delay analysis reports for issue externally.

Internal Decipher

34. Have good practical experience of Primavera P6, Asta Powerproject and Microsoft Project.
35. Maintain control of Decipher project costs and work with Discipline Lead / Project Lead on the budgeting of commissions.
36. Provide commercial and contractual information to the Project Lead.
37. Ensure knowledge and skills are passed on to other colleagues by way of formal best practice sharing and developing mentoring programmes.
38. Work with Senior Consultant – Planning & Delay to assist with the implementation of training and development as identified on colleagues Personal Development Plans.
39. Work with, and provide support to, the Administration team (including HR and Finance) to ensure required documentation and information is provided.
40. Provide sound, professional advice to clients and colleagues across the full extent of your ability and knowledge, to enable them to make considered decisions.
41. Be an expert in your technical area of expertise to both clients and colleagues.

Authority

42. Directly responsible to a client for projects of varying sizes, including large scale.

43. Lead client facing team and provide support and direction to Graduate Consultants, Consultants, Senior Consultants, Associate Consultants, and elsewhere as required.
44. Report to Senior Consultants as directed.
45. Work with Managers to share knowledge and experience and ensure effective, clear communication.
46. Act as a role model and mentor to other Decipher employees and external professionals, taking active steps to promote professional standards.

Self-Development

47. Maintain and develop computer literacy skills; including specialist software (e.g. Primavera, Powerproject and MS Project) and Microsoft Office.
48. Increase knowledge in technical area of expertise.
49. Keep up to date with developments in planning and project controls practice and techniques.
50. Keep up to date on dispute resolution, adjudication, arbitration and litigation (including case law).
51. Have achieved a degree (or other relevant qualification).
52. Be a Chartered Member of CIOB or CI Arb and maintain Chartership status.
53. Have achieved AACE Planning and Scheduling Professional (PSP) qualification.

Typical Career Progression

Senior Consultant – Planning / Delay

Example Requirements

- Proven record of taking responsibility and the lead on a project on a continuing basis
- Lead negotiations successfully on a continuing basis
- Develop strong working relationships with clients resulting in repeat business on a continuing basis
- Able to confidently network externally and identify and develop business development opportunities
- Confidently provide reasoned advice
- Continue to build expertise
- Excellent communication skills including report writing
- Effectively delegate and provide support to Senior Management team
- Carry out mentoring, training and development with colleagues around your areas of expertise
- Have detailed understanding of the workings of the business (operational, functional and strategic)
- Plan, develop and implement strategy, timescales and budgets
- Monitor, measure and report on operational issues and opportunities