



Position: Strategic Resource Planner
Reporting to: HR Manager, UK
Responsible for: Resource Schedulers
Location: Burton Office

Purpose of role

- Working with the Resource Schedulers to ensure all projects within their Regions are resourced to the required levels at all times through either direct or temporary labour.
- Strategically analyse and plan for future resource requirements from direct and indirect perspective aligned to future pipeline of work.
- Working closely with General Manager, HR Manager and Regional Engineering Managers to forecast resource needs from a holistic perspective to meet the immediate business and future project needs.
- Ensure the reporting tools are in place to accurately track internal resource, identify resource gaps and future resource requirements.
- Work with the HR, H&S and Regional Engineering Managers to ascertain the training requirements for temporary labour and ensure appropriate certification and training is up to date.

Main responsibilities

- Line Management of UK Resource Schedulers, working as a team to ensure all projects are appropriately resourced by direct or indirect labour.
- Undertake regular 121s with direct reports and support with their development and training needs.
- Produce regular resource planning reporting to General Manager, HR Manager and Regional Engineering Managers.
- Ensure any gaps in resource are addressed in adequate time.
- Ensure employed labour are appropriately allocated at all times avoiding the need to stand-down.
- Create a strategic resource planning tool which forecasts not only current but future resource requirements aligned to the pipeline of work.

- Ensure training matrix is updated for employed workforce and required qualifications and certifications in place at all times.
- Develop a skills matrix for the UK business, identifying the required skills and competence for each role and project.
- Develop existing reporting tools to allow for timely and accurate reporting.
- Engage with preferred temporary labour agencies for immediate and future pipeline works.
- Engagement with Sub-Contractors and Supply Chain.
- Adhere to legislative requirements from an Employment, Immigration and Health and Safety perspective.
- Support with managing IR35 risk to the business.
- Support with resourcing of projects overseas as well as in UK, ensuring appropriate visa documentation in place aligned to local country requirements and legislation.
- Attend meetings as required to report on resource planning.
- Work in accordance with Beck and Pollitzer policies and values.

Please note

From time to time your manager may ask you to undertake reasonable tasks not stated within this role profile but commensurate with your position. The Company also reserves the right to review and update this profile to reflect the changing needs of the job. However, any significant changes will be discussed in consultation with you.

Experience and qualifications required

- Experience working in in multi-site engineering operations
- Strong analytical skills
- Excellent problem solving and decision-making skills
- Ability to operate effectively in a team environment
- Good oral and written communication skills and interpersonal skills
- Experience of resource forecasting, planning and reporting
- Managerial experience
- Flexible and adaptable to changing environments and project demands
- Experience in resource planning tools essential
- Proven experience in Microsoft packages including Excel and Microsoft Project (ideally Resoure Planning tool)
- A high level of administrative skills and attention to detail in a fast paced environment

Personal characteristics required

- Ability to work flexibly and travel to other sites as required.
- Excellent interpersonal skills.
- Confidential and professional approach with the ability to build effective relationships.
- Strong communicator, confident to handle variety of situations.
- Ability to plan and prioritise workload, working under pressure to tight and changing deadlines.
- Communicates clearly and concisely at all levels and exhibits strong listening skills.
- Self-motivated and able to work autonomously providing the required outputs.
- Highly organised and adaptable to changing environments and demands.

Budget responsibilities

- No

Number of direct and indirect reports

- 2

Interfaces - internal and external

- Colleagues
- General Manager
- Other Group Managers
- Other Group Colleagues
- Customers
- Suppliers
- Recruitment Agencies