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**Job Title**: Planning & Implementation Manager

**Department:** Environment Programme Delivery Office (EPDO)

**Reports to:** Head of EDPO

**Direct Reports:** None

**Location:** Activity Based on site

**Contract Type:** Permanent

**Grade:** 5

**Main purpose of the job**

To lead the planning and scheduling function within the EPDO, ensuring effective delivery of programmes and projects through robust scheduling, governance, and resource management. The role supports informed decision-making, stakeholder engagement, and continuous improvement by embedding best practices, compliance standards into project planning. Additionally, it provides expert guidance, training, and assurance to project teams while managing tools and systems for enhanced project visibility and efficiency.

**Responsibilities**

**Specific**

To provide a planning and scheduling function that supports effective delivery of programmes and projects, including:

**Programme and Project Planning & Scheduling**

* Provide first-line support for planning queries and liaise with business planning teams.
* Develop and maintain integrated project schedules across EPDO programmes.
* Collaborate with key stakeholders to ensure effective planning and resourcing.
* Monitor project progress, identifying and addressing slippages, deviations and risks.
* Deliver updates and impact analyses for informed decision-making.
* Align project plans with risk and assurance requirements.
* Support project initiation and baselining.

**Governance, Assurance & Reporting**

* Lead pre-Gate Review sessions and ensure programme / project readiness.
* Facilitate resource planning and workforce allocation.
* Provide planning assurance and planning resource guidance.
* Enhance project visibility through Power BI reporting in collaboration with Performance and Reporting Manager.
* Collaborate with Corporate Programme Office (CPO) to ensure standards and operational efficiencies are maintained respectively.
* Drive continuous improvement in planning, reporting, and governance.

**Stakeholder Engagement & Training**

* Deliver training and coaching for Project Managers on planning methodologies.
* Lead project support sessions, including Kick-offs and Lessons Learned.
* Engage with internal and external stakeholders such as DESNZ, Coal, NRW and Defra.
* Assist with business case development and board submissions.

**Integrated Planning & Resource Management**

* Lead on integrated planning / resource allocation working with the Performance and Reporting Manager and Programme / Project Managers.
* Maintain robust project schedules and ensure data accuracy.
* Support resource planning and assess supply chain schedules against contractual requirements.
* Lead integrated planning sessions and corrective action initiatives.
* Develop planning tools, including checklists and resource loading guidance.

**General**

* Act in line with the behaviours and values of the organisation
* Manage your own performance to be accountable for meeting individual, team and corporate objectives
* Act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds
* Actively demonstrate the Mining Remediation Authority’s customer service standards expected of your role
* Follow and contribute to the improvement of operational and team processes and procedures
* Assist with the preparation and delivery of the team’s objectives, budgets and financial records
* Carry out any further reasonable requests from your line manager

**Person specification**

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| **Job Title:** Planning and Implementation Manager **Department:** Environment Programme Delivery Office |
|  | **Essential** | **Desirable** |
| **Qualifications and Training** | * Educated to Degree level in project Management, Business Administration, Engineering or Construction **or** with equivalent relevant experience in project and capacity planning.
* Desire to continue to learn and develop professionally
 | * Corporate membership of a relevant professional body
* PRINCE2, MSP, or other project management certifications.
* NEC contract management.
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| **Experience and Knowledge** | * Experience of project planning and scheduling for projects including:
	+ Experience of progress measurement, completion forecasting and status reporting
* Strong experience in project and programme planning within complex infrastructure.
* Demonstrable experience in developing and managing integrated project schedules.
* Experience working within a structured governance framework and ensuring compliance with best practice.
* Experience in resource planning and capacity management.
 | * Experience of working on NEC contracts or similar.
* Strong analytical and reporting skills, with the ability to assess programme performance data.
* Knowledge of programme risk management and ability to assess schedule impacts.
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| **Skills and Abilities** | * Be self-motivated and highly organised with an ability to prioritise and manage workload
* Excellent written and communication skills
* Excellent communication and stakeholder engagement skills, with the ability to provide guidance, challenge, and training.
* An understanding of risk management and change management
* Proactive and detail-oriented, with a strong problem-solving mindset.
* Continuous improvement mindset, always seeking to enhance planning and governance processes.
* Ability to work under pressure and manage multiple priorities effectively
 | * Experience of complex project consenting processes, planning, EIAs etc.
* Experience working in environmental or government programmes
* Expertise in using project management software, such as MS Project, POL, or Primavera P6.
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| **Other** |  |  |

 