

## **Role summary**

## **Role definition**

Job Title: Project Support / Design Resource Planner  
Reporting to: Head Planner on a day to day basis and ultimately the Head of the Management Group

## **Responsibilities**

- Assist the Planner and Commercial Managers within the Management Group
- Liaising with Studio Partners and Accountants in F+P
- Assist in the preparation and updating of design programmes
- Assist in the preparation of design team Resource Forecasts for potential projects
- Assist in updating the allocation of a resources and Data entry for all ongoing projects.
- Thorough knowledge of and compliance with F+P procedures and standards

## **Qualities & Skills required**

### **Essential**

- Working knowledge of Enterprise Resource Planning platform for design consultancies (e.g. such as Deltek, Cmap, Microsoft Dynamics, or the like)
- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Excellent organisational skills
- Able to manage sensitive and confidential information
- Self motivated and able to take responsibility
- Able to demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills and able to work independently and as part of an effective team assisting and supporting team members
- Able to build good relationships at all levels, internally and externally
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure while remaining calm and professional at all times
- Computer literate with proficiency in relevant software (e.g. Power Project, Excel)
- Able to self-check work and produce accurate output
- Enthusiastic and flexible attitude
- Excellent written and verbal communication skills
- Fluency in written and spoken English

### **Desirable**

- A formal qualification, for example in business studies or computer studies

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.