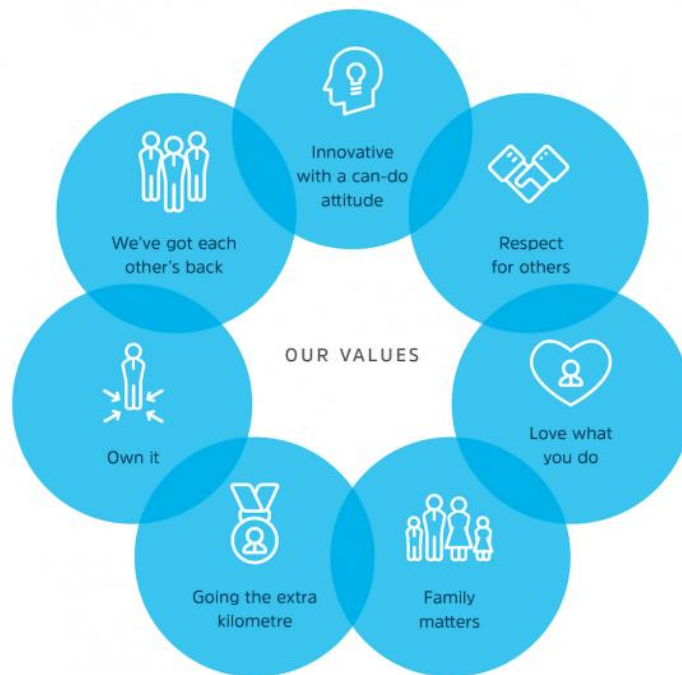


Draft Position Description

Position:	Junior Planner / Scheduler
Reports to:	Resource Planner - Scheduler
Location:	Christchurch
Group:	Switched on Housing
Direct Reports:	Nil

Values:



Financial Authority to Act:	nil
Decision Authority to Act:	nil

Position Description and KPI Acknowledgement

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

I have read, understood and agree to comply with the above position description and KPI's.

Employee Signature:

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Date:

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Key Performance Indicators

Area of Accountability	Core Responsibilities and Typical Activities	Measurement of Performance
Purpose	The Junior Planner / Scheduler is responsible for assisting with the creation and maintenance of programme schedules associated with SOG operational activity. You will closely with and support the Senior Resource Planner Scheduler, working with databases, preparing reports, and tracking planned programme activity, to ensure operational activities are managed efficiently and the wider team is set up for success, in order to meet or exceed Kāinga Ora and the Delivery Teams KPI's, timeframes, and contractual obligations.	
Values	Demonstrates Switched On' values daily and is passionate about Enhancing Environments.	<ul style="list-style-type: none"> Adherence to the Switched On Values
Daily Project administration - scheduling	<ul style="list-style-type: none"> Create and maintain workflow schedules, daily, weekly, monthly, and quarterly, using excel and Microsoft Project Organize information to improve efficiency and optimize the performance of business processes Communicate workflow schedules to internal stakeholders Report on scheduled activities against work completed Assist with labour forecasting and material requirements Monitor work in progress and address potential issues with relevant stakeholders Liaising with the Switched On Housing Limited team to resolve any issues in a timely manner Produce and interpret daily scheduling reports Support for Resource Planner – Scheduler as required Schedule regular meetings with stakeholders, record, and report discussions 	
Professional Development	Undertakes professional development required to meet expectations of role	<ul style="list-style-type: none"> Consistent with 1:1 and annual milestone achievements
Soft Skill Application	<ul style="list-style-type: none"> Proven time management, organisation, and people management skills Superior interpersonal skills including tactfulness, diplomacy, and persuasiveness Positive attitude with a high energy level, comfortable performing multi-faceted projects in conjunction with day-to-day activities Creative problem-solving skills Demonstrates the ability to work well under pressure and prioritise workloads accordingly 	

Other Projects	Using your Innovative can do attitude when required assist' with additional delivery workstreams	<ul style="list-style-type: none"> • Activities and Projects delivered on time when asked
Health & Safety	<ul style="list-style-type: none"> • Champion Health and Safety to ensure the Policy and processes become part of daily practice • All Switched On Health and Safety policies and procedures are adhered to 	<ul style="list-style-type: none"> • Health and safety priority to ensure self and others work safely. • Demonstrates and promotes positive attitude to safety, in line with Switched On health and safety policies and procedures • Actively seek out and pursue health and safety improvements • Actively report Incidents and Accidents within 24 hours of occurrence • Actively manage hazards and risks

Key Internal External Working Relationships

The role will call on strong interpersonal skills to interface with other internal departments stakeholders to ensure all projects are completed on time and KO KPI's are met.

Key Competencies

Skill / Technical Competencies	<ul style="list-style-type: none"> • Minimum of 5 years Office Administration experience • Experience in planning / scheduling • Intermediate to advanced knowledge of Microsoft Excel (including V look ups in pivot tables) • Experience with MS Project preferred • Good numerical and analytical skills with experience working with multiple databases • Experience in the Construction industry preferred (but not essential) • Ability to build and sustain strong collaborative relationships • Excellent communication skills • Resourceful, well-organised, highly dependable, efficient and detail oriented • Works well in a team environment
Behaviour Competencies	<p>Service Excellence</p> <ul style="list-style-type: none"> • Demonstrated Service Excellence Orientation <p>Working Together</p> <ul style="list-style-type: none"> • Contributes towards and encourages our people to think and behave in ways that meets common goal • Has a clear understanding and supports divisional business priorities <p>Administrative Efficiency</p> <ul style="list-style-type: none"> • Strong written and verbal communication skills • Accurate with strong attention to detail • Organisational skills • Process driven <p>Personal Effectiveness</p> <ul style="list-style-type: none"> • Ability to manage and motivate yourself to deliver results • Initiative, enthusiasm and ability to work without direct supervision • Conflict resolution and negotiation • Well-developed and proven judgement and problem-solving skills • Reputation for reliability and honesty <p>Planning and Organising</p> <ul style="list-style-type: none"> • Excellent Time management • Able to work well when under pressure of completion deadlines <p>Understanding Switched On</p> <ul style="list-style-type: none"> • Understands our group of companies, our objectives, partners, customers, systems and processes and the opportunities for

sales. They incorporate and understand the values of Switched On by focusing on the development of our business with capability attraction and retention from a commercial perspective