

## CPC509 - Resource Planner x 2

Location	London or Milton Keynes
Reporting to	Team Lead, Programme Management Office
Working hours	Full Time
Contract type/duration	Permanent
Date written	November 2021
Closing date	9 <sup>th</sup> January 2022

### Purpose of the role

We are looking for experienced Resource Planners to support the project management function by allocating people to projects and advising on staff availability. The postholder will ensure the right people with the right skills and availability are deployed to the right projects, and in so doing facilitate the efficient and effective deployment of resources and a healthy project portfolio.

Connected Places Catapult has a matrix management structure and carries out around a hundred innovation projects a year of varying size and complexity. Whilst being exciting and varied, projects are often complex and challenging, combining new technologies with multiple partners to solve different innovation challenges in a range of sectors. The projects will normally involve a combination of areas of expertise covering topics ranging from mobility and modelling, digital and data, through human-centered design and urban spatial planning.

Connected Places Catapult uses MS Dynamics as its project and resource management system. Within this, Project Managers create schedules to determine the time period within which particular activities need to be carried out by people with specific skillsets. The Resource Planner books the specific team members for specific days, taking account of their availability. As projects progress, there will be occasions when resources need to be changed and it will be responsibility of the postholder to liaise with the Managers who supervise the people delivering the projects to re-allocate resources.

### Key Responsibilities

- Have a clear understanding of all live and pipeline projects with regard to resourcing requirements.
- Having a clear understanding of the organisation's employees and their skillsets.
- Allocate the most appropriate and available people to projects based on the schedule of activities and role requirements built into bids and proposals.
- Maintain an accurate forward forecast of demand across the organisation

- Track resource utilisation and resource availability, engaging with project managers and delivery teams to minimize project slippage.
- Identify dependencies across projects, highlighting areas of concern.
- Assess, communicate and manage risks to resourcing across the portfolio of projects.
- Ensure resource allocation maximises the likelihood of successful delivery of the organisation's portfolio.
- Broker discussions across the organisation to resolve conflicting demands, taking account of project critical paths and priorities.
- Track project plans to identify and help resolve resourcing conflicts.
- Provide management information to inform key stakeholders on the status of planned activities, overall portfolio health, and to support decision making across the business.
- Operate within the PMO governance processes and be an advocate for the function.
- Undertake any other reasonable duties to support the organisation in achieving its strategic outcomes and ensure effective business operations.

## Required skills and experience

### *Essentials*

- Experience of working within a similar position in a fast-paced environment
- Planning and allocating resources where the skill set is diverse
- Proven ability in translating project plans into resource requirements
- Strong analytical skills and a high level of attention to detail
- Excellent problem-solving skills
- The ability to plan, prioritise and manage a varied and busy workload delivering to a high standard
- Excellent written communication, conflict resolution and influencing skills
- Ability to function independently and use own initiative in a fast-paced environment, as well as to take direction
- A good working knowledge of the MS Office 365 suite
- Experience of working with senior stakeholders in a matrix organisation
- Working knowledge of project methodologies, both waterfall and agile

### *Desirable*

- Experience in MS Dynamics
- Experience in using Power BI to generate reports
- Expertise in programme or portfolio management

To apply for this role please email us on [jobs@cp.catapult.org.uk](mailto:jobs@cp.catapult.org.uk) with your CV and covering letter attached quoting the ref: **CPC509**

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