



We have an exciting opportunity for an **Assistant Planner** to join our East Midlands team. You will play a vital role in supporting the Planning Lead to develop tender stage programmes and logistics proposals, ensuring the best opportunity to secure projects at maximum margins. The successful candidate will assist in establishing optimum timescales and methodologies for projects and then monitor, support, and critique on-site progress to ensure tender solutions are followed during construction. Additionally, the Assistant Planner will support and occasionally lead the monitoring of live construction projects to ensure completion within safety, time, and budgetary requirements.

The key responsibilities:

Liaison with Pre- & Post-Construction

- Support the Planning Lead and site teams in monitoring and reporting progress throughout the construction process.
- Assist the Planning Lead in identifying and communicating risks in the planning process and ensuring robust reporting procedures to support entitlements.

Work Winning and Tenders

- Ensure compliance with tender requirements, legislative and statutory standards to develop the most efficient solutions.
- Assess and study tender information to identify risks and opportunities.
- Assist in preparing tender programmes, including design and procurement schedules, and lead production where allocated.
- Produce baseline programmes with full resource allocation.
- Undertake site visits and appraisals.
- Collaborate with the Planner, Bid Manager, and Estimator to develop robust proposals and maintain bid strategy.
- Prepare and analyze preliminary item enquiries, including scaffold schedules, tower cranes, and temporary electrics.
- Develop thorough and robust method statements.
- Create site layout and logistics plans using tools such as PowerPoint and Google SketchUp.
- Provide input or production of specialist 4D planning software (e.g., Synchro) as applicable.
- Engage with key suppliers and subcontractors to verify programme lead times, durations, and resources.
- Support the design and client team in developing Stepnell tenders.
- Attend client and tender interviews.
- Contribute to tender stage and construction handovers.

Site and Construction Planning



COMPLETE CONSTRUCTION PARTNER

- Collaborate with site teams to update tender programmes into construction programmes.
- Support the Planner in presenting planning strategies to construction teams during project launches.
- Revise programmes to account for EOT awards and scheme variations.
- Monitor procurement programmes linked to construction schedules.
- Review and monitor subcontractor programmes, progress, and resources.
- Track progress against the programme, report delays, and recommend recovery measures.
- Develop and implement countdown-to-completion programmes three months prior to practical completion.
- Provide forward planning, highlight upcoming activities, and identify opportunities for programme improvements.
- Contribute to claims for extensions of time (EOTs).
- Adhere to company processes and suggest procedural improvements where applicable.

Financial and Reporting

- Work with Contracts Managers and Project Managers to ensure accurate reporting of progress, delays, and entitlements.

Controls

- Assist in integrating subcontractor programmes.
- Support the production of tender programmes and logistics plans.
- Provide feedback on work activity durations and suggest improvements.
- Share insights on new work methods and future development opportunities.
- Assist with monthly progress assessment reports as needed.

The ideal candidate:

- Previous planning experience within construction or a similar sector
- A key eye for detail and a proactive approach

Why Stepnell

At our core, we are committed to inspiring, nurturing, and investing in our people, ensuring that their careers are both fulfilling and rewarding. As proud holders of Investors in People Gold accreditation, we recognise that our employees are the driving force behind our success. We value everyone's contribution and curiosity rules within our teamship philosophy. We aim to empower our people to make a difference and drive positive change across our business and services.



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To show our appreciation, we offer generous and competitive benefits including, an enhanced pension scheme with a Stepnell contribution of 7% to help secure your financial future, annual leave that increases with service and the flexibility to purchase more, market-leading employee referral scheme, and for eligible roles comprehensive health coverage, adjustable start and finish times and a car allowance or company car.

Join us in a collaborative and inclusive environment where your well-being is our priority, and your contributions are truly valued.

About Us

We are a family-run business with a history of more than 155 years, we are stable and reliable, making long-term decisions in the best interest of our people and customers.

Our unique and growing capabilities span construction, property development, energy, joinery, and concrete repairs, enabling us to meet the diverse needs of our customers. With six regional offices in Nottingham, Rugby, Wantage, Bristol, Southampton, and Poole, across 3 business units, our geographical reach allows us to maintain high levels of repeat business, currently representing 75% of our turnover.

Our team of experts rises to every challenge, we are proactive problem solvers, and collaborate every step of the way, ensuring our customers have a smooth experience.