

Job Title: Planning Coordinator

Company: Cappagh Contractors

Location: Havant

Reports to: Work Planning and Scheduling Manager

We are always looking for people who are energetic, enthusiastic, hard-working and focused. We want you to fit our culture and bring your own passion and drive to Cappagh. We expect everyone, whether in a leadership role or not, to maximise the use of your experience and background and develop and grow in your career with us.

We are currently working on a clean water contract for Portsmouth Water located in Havant, Hampshire and are seeking an enthusiastic Planner to join our planning team.

Role Overview:

As a Planner at Cappagh Contractors, you will play a pivotal role in supporting the successful delivery of our clean water projects. You will be responsible for ensuring day-to-day tasks are completed, SLA's and KPI's are met and achieved and to ensure a high standard of efficiency and performance across the team.

Key Responsibilities:

Schedule and plan Streetworks activities in coordination with operational teams and local authorities

Ensure planned works are properly recorded, resourced, and allocated in line with deadlines and permit requirements

Submit permit requests to local councils and highway authorities via Street Manager or equivalent systems

Ensure all SLA's and KPI's in relation to planning are met

Maintain accurate records of all notices, permits, and work statuses

Coordinate with utility teams, reinstatement crews, traffic management providers, and local authority inspectors

Ensure records comply with data protection and company policies

Communicate permit conditions, traffic restrictions, and start/stop notices to field teams

Use specialist software (e.g. Street Manager, Symology, Aurora) to manage workflow

Generate daily, weekly, or monthly reports on works progress, compliance, and permit status

Flag permit breaches, overruns, or potential FPNs for corrective action

Experience & Skills:

Excellent personal discipline, planning and organisational skills

Strong Time keeping

Problem-solving mindset, with an ability to resolve challenging situations diplomatically.

Flexibility to monitor multiple roles at a time

Excellent presentation, written and oral communication skills

Strong organisational skills, able to manage multiple priorities effectively.

IT literate, comfortable using MS Office and customer management systems.

Understanding of clean water frameworks, water industry regulations, or construction site practices is desirable.

Qualifications

- Minimum GCSEs (or equivalent) in English and Maths.
- Knowledge of Streetworks and Streetworks systems such as Aurora/ Street Manager
- Experience using and working on data systems such as IFS/ SWIMS or similar

About Cappagh Contractors:

Cappagh Contractors is a respected civil engineering company specialising in utilities and water sector projects. We offer opportunities for career progression, ongoing training, and a commitment to quality, safety, and customer service.

Working for Cappagh you will be the frontline of our business, embodying our “can do” attitude at every step of the way.

To apply email CV and cover letter to recruitmentsouth@cappagh.co.uk – Reference PWPL