

**Job Title:** Works Planning and Scheduling Manager

**Company:** Cappagh Contractors

**Location:** Havant

**Reports to:** Contract Managers

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 Work Planning and Scheduling Manager to guide and support our planning team. This is a crucial role to help drive forward performance and give our planning team the support they need.

**Role Overview:**

As a Work Planning and Scheduling Manager 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 the day-to-day tasks of the team are completed, SLA's and KPI's are met and achieved and to ensure a high standard of efficiency and performance across the team. You will serve as the principal communication link between project teams, clients, local communities, ensuring transparency, understanding, and efficiency throughout all project phases.

**Key Responsibilities:**

- To oversee the planning team in a leadership role
- To lead the coordination and planning of all works across the framework
- Proactively communicate project information, including timescales, scope of works, and any potential disruptions
- To monitor the permitting system ensuring compliance in all areas
- Ensure all SLA's and KPI's in relation to planning are met
- To communicate with the senior leadership team on the performance of the planning team
- Assist with the design and delivery of improvement initiatives that enhance efficiencies across planning for all work streams
- Liaise closely with project managers, operational site teams, and external stakeholders to coordinate all works.
- Ensure records comply with data protection and company policies
- Generate reports and summaries for senior management
- Support Cappagh's reputation for service excellence, positively representing the company at all times.

**Experience & Skills:**

- Previous experience in a senior planning role; experience in the utilities or construction sector is advantageous.
- Excellent personal discipline, planning and organisational skills
- Strong Time keeping
- Excellent interpersonal, communication, and active listening skills.
- 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 Street works and Street works systems such as Aurora/ Street Manager
- Experience using and working on data systems such as IFS/ SWIMS or similar
- Minimum 2-years' experience in planning management role (or equivalent)

**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](mailto:recruitmentsouth@cappagh.co.uk) – Reference PWWPSM