

## JOB DESCRIPTION

<b>Job Title:</b>	Senior Projects Planner
<b>Department:</b>	Projects
<b>Onshore/Offshore:</b>	Onshore
<b>Location:</b>	Aberdeen
<b>Reports to:</b>	Head of Projects / Project Planning Team Lead

### Role Purpose

***Write a short description of the role below:***

The Senior Project Planner is responsible for delivering high quality detailed project plans across assigned scopes, including major project work packages, asset modifications, subsea campaigns, vessel operations, drilling activities, and decommissioning work. The role ensures each project has a robust and logically sequenced schedule, accurate progress updates, and clear visibility of risks and opportunities.

The Senior Planner supports the Planning Team Lead by providing detailed schedule inputs, analysis, and insights that contribute to monthly dashboards, KPI reporting, and portfolio-level reviews.

### Areas of Responsibility

<b>Geographical Span:</b>	Serica Assets- UKCS
<b>Budgetary Responsibilities:</b>	No
<b>Direct Reports:</b>	No
<b>Travel Required:</b>	Occasional

### Main Tasks

*Please note that this list of duties is not exhaustive, and employees will be expected to undertake reasonable duties commensurate of their role and grade.*

#### 1. Schedule Development

- Build and maintain detailed schedules and resource allocations for assigned scopes, including but not limited to:
  - Asset modification projects
  - Vessel campaigns
  - Drilling and well activities
  - Decommissioning work scopes
- Ensure each schedule meets planning standards, includes full logic, credible durations, and correct calendars.
- Support the Job Responsible Engineers during scope definition, option selection, and readiness planning.

<p>2. Schedule Analysis &amp; Progress Management</p> <ul style="list-style-type: none"> <li>• Perform critical path and scenario analysis for individual projects.</li> <li>• Conduct logic checks, float reviews, trend analysis, and sequencing validations.</li> <li>• Update weekly and monthly progress, ensuring accurate data capture and status reporting.</li> <li>• Manage the projects progress tracker, daily report administration, and POB updates with the flight logistics team where required.</li> </ul> <p>3. Contractor &amp; Stakeholder Interface</p> <ul style="list-style-type: none"> <li>• Review contractor schedules, histograms, logic, and resource feasibility; escalate concerns to the Team Lead if necessary.</li> <li>• Engage with project engineers, construction, commissioning, subsea, wells, operations, and vendors to validate constraints and readiness.</li> <li>• Support readiness reviews and provide schedule insights for risk and opportunity planning.</li> <li>• Ensure project schedules integrate and align with the Integrated Asset Plan and Integrated Field Planning process where required.</li> <li>• Support SIMOPs reviews for the project portfolio and wider asset schedule to identify conflicts, assess interfaces and ensure safe coordinated execution of concurrent work.</li> </ul> <p>4. Reporting &amp; KPI Contributions</p> <ul style="list-style-type: none"> <li>• Provide accurate schedule data, commentary, and insights for inclusion in: <ul style="list-style-type: none"> <li>○ Monthly dashboards and KPIs</li> <li>○ Plan stability and attainment reporting</li> <li>○ Management reporting</li> </ul> </li> </ul> <p>5. Compliance &amp; Quality Assurance</p> <ul style="list-style-type: none"> <li>• Ensure all schedules comply with planning standards, coding structures, and governance requirements.</li> <li>• Maintain clear record-keeping for baselines, changes, and approvals.</li> <li>• Support schedule assurance reviews.</li> </ul> <p>6. Cross-functional Support &amp; Cover</p> <ul style="list-style-type: none"> <li>• Support operational, subsea, and construction teams with ad-hoc planning requirements.</li> <li>• Provide holiday cover across planning activities when required.</li> <li>• Contribute to continuous improvement ideas and share best practice within the team.</li> </ul>
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Professional/Educational Requirements	
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<b>Essential:</b>	<ul style="list-style-type: none"> <li>• Strong Primavera P6 capability including full logic build, critical path analysis and troubleshooting.</li> <li>• Experience in oil &amp; gas project planning, ideally with an operator background covering offshore operations, subsea, wells, and decommissioning.</li> <li>• APM Project Management Qualification desirable.</li> <li>• Team player with ability to build strong working relationships between the various Project Teams, Company Business Groups, and external parties.</li> <li>• High attention to detail with strong analytical and problem-solving abilities.</li> <li>• Excellent communication and stakeholder engagement skills.</li> <li>• Ability to manage several project workstreams simultaneously.</li> </ul>



**Acknowledgement**

*I have read this job description and fully understand the requirements for my role within Serica.*

<b>Employee Signature:</b>	
<b>Print Name:</b>	
<b>Job Title:</b>	
<b>Date:</b>	