



# Production Planning and Dispatch

## Operational (9 month fixed-term contract/secondment)

We are looking to recruit a Planner to assist with the safe, efficient and economic operation of the Operational Supply function.

Reporting to the Production Operational Supervisor, responsibilities of the role include management of a centralised 'back office' support function dealing with incoming/outgoing communications for the Production Operational Team. Ensure planned and reactive maintenance activities are dispatched to the team to maintain operability of Water Treatment Works, Service Reservoirs and other assets. Managing the central control system of the storage and production assets to ensure activities are scheduled effectively and efficiently.

### Essential:

- Strong computer literacy skills including outlook, word and excel.
- Strong communication skills both written and verbal.
- Strong organisational skills.
- The ability to multi-task and prioritise effectively.
- A Full UK Driving license.

### Desirable:

- A recognised water treatment qualification.
- A recognised health and safety qualification.
- Experience in work management programmes.

The successful applicant will be self-motivated, flexible and have good attention to detail, working as part of a team ensuring all work is carried out in line with the Company's procedures and in full compliance with on-site Health and Safety. You will be willing to develop and learn within the role working at all times in line with our values of excellence, integrity and respect. Please call Darren Rees for an informal discussion on the role: 07545 92550.

**Please do not be deterred from applying if you do not match all the criteria above or are new to the industry. What is more key is a willingness to learn and engage with new activities, so if you are interested in learning more about this role, we would love to hear from you!**

**£32,496 to £35,961 (Grade 6)**

.....  
**If applying externally please include your CV and salary expectations.**

**Apply to: Ian Limb, Head of HR, PO Box 8, Havant, Hants PO9 1LG**

**E-mail: [jobs@portsmouthwater.co.uk](mailto:jobs@portsmouthwater.co.uk)**

**Website: [www.portsmouthwater.co.uk](http://www.portsmouthwater.co.uk)**



We are happy to consider flexible working arrangements. This can include alternative days / hours of work or work location. Please specify any request in your application.

**Closing date: 30 NOVEMBER 2022**