



## Operations Planner

**Location: Croxley Green, Watford**

**Rate: £150-£175 per day**

CSP Ltd. are a leading service provider specialising in venue & event management. We work in partnership with leading sports and entertainment venues in the UK providing a number of services including; internal and external traffic management, security & stewarding and crowd management services.

We are currently looking for an Operations Planner who is immediately available for a 8 week contract. The successful individual will provide planning support for designated client contracts for any combination of the CSP portfolio of services. This is a great opportunity to work on high profile contracts covering the full spectrum of our services.

We are a dynamic, events led business so the ability to adapt to changing priorities is essential.

### Job Overview:

- Working closely with the Head of Quality and Compliance to ensure that our operations are planned in accordance with our Quality Management Systems.
- Development and documentation of operational planning and post event conclusions for specific client contracts.
- Provide planning support of designated client contracts; this involves but is not limited to managing the project timeline and risk registers.
- Work with the Resourcing department to ensure recruitment, scheduling and selection of staff for events.
- Budget Management – ensuring efficiencies and performance tracking.
- Health & Safety – Risk Assessments & procedures and other documentation as required. (IOSHH or NEBOSH qualifications would be an advantage).
- As required, other Management responsibilities and special projects.

### Experience & Qualifications Required:

- Previous experience in developing operational plans for major events is vital in this role, as a full brief is given, but you will be hitting the ground running
- Valid SIA Licence would be advantageous, but not essential
- IOSH managing safely

### To apply:

Please send your Cover Letter and CV outlining your relevant experiences and suitability for the above opportunity to: [nicola.carman@gotocsp.com](mailto:nicola.carman@gotocsp.com) Recruitment & Resources Manager



*Caring Safe Professional*