

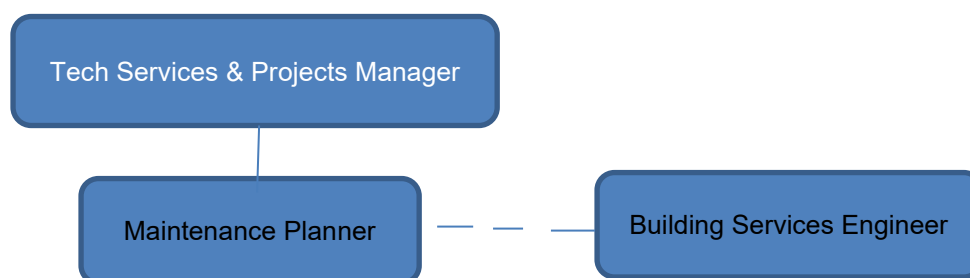
Job Description: Maintenance Planner

Function:	Technical Services
Position:	Maintenance Planner
Job holder:	Edwin Fleming
Date (in job since):	
Immediate manager (N+1 Job title and name):	Technical Services & Projects Manager
Additional reporting line to:	Sodexo General Services Manager
Position location:	Lilly - Kinsale

1. Purpose of the Job – State concisely the aim of the job.

- Assist with site asset management strategy and delivery of asset maintenance and IFM service delivery, assisting effective asset lifecycle management for buildings, facilities and equipment for a given area.
- Co-ordination and planning of technical service delivery
- Use of Maximo/GMARS CMMS system to plan technical work
- The role holder will assist with HSE and GxP compliance for all relevant statutory and regulatory obligations, ensuring competence and performance of internal and external resources and maintain assurance of compliance for their assets.
- Responsible for services SSOW and supplier RAMS
- To lead improvement initiatives within the contractors group

3. Organisation chart



4. Context and main issues

- Internal compliance standards will be met and adhered to
- All Critical and compliance KPI's green or associated action plans for any ambers / reds. Labour Productivity/Management targets
- Comply to all EHS regulations, Sodexo and Eli Lilly Policies and procedures
- Positive customer feedback, work schedule with minimal disruption

5. Main assignments

- Responsible for service delivery for all aspects of Sodexo technical activity in the area, interaction with local customers to ensure high level of customer satisfaction and service delivery improvement initiatives. Follow up any customer complaints.
- Co-ordinate technical suppliers ensuring site availability for work
- Meet and greet technical suppliers
- Ensure safe systems of work are in place including risk assessments, method statements, competency certification of individual, permits to work and safe isolations.
- The role holder will be expected to respond to emergency calls
- The role holder will assist in the development of asset improvement plans, through in-depth knowledge of the Site
- Co-ordination and planning for all area tasks also feeding into the site wide planning model, through the use of Sodexo Maximo
- Assessment of supplier technical reports, able to assess reports and ascertain what remedial's are required through discussion with site lead and client.
- Raise quotation for any remedials
- Maintain a structured filing system for subcontractors, including purchase orders, qualification documentation , service level agreements, and maintenance / inspection reports
- Responsible for assisting in good budget management.

6. Accountabilities

- Assisting in good HSE compliance and completion of inspection remedials.
- Maximo "system owner" for the site
- Assisting with building management HSE activities, such as fire safety systems, issue Permit to Work, environmental risk assessments and accurate asset information.
- To implement site service or process improvement initiatives.
- Continued improvement of the area KPI's
- Jointly responsible for the area's adherence to the service level agreement
- To drive performance improvement in the area
- Safe and efficient delivery of both Sodexo activities and third party vendors, inclusive of worksite audits and annual appraisals.

7. Person Specification

- A highly customer focused individual, motivating and driving performance in teams to deliver high standards of service and cost effectiveness.
- The role holder will have an in depth knowledge of technical application and processes, with the ability to transfer skills across both technical and soft disciplines.
- It literate and able to use computerised maintenance management systems such as Maximo.
- An understanding of risk management and HSE, the methods employed to manage risks, hazards and controls.
- The role holder will have a grasp of all the services delivered by IFM and will understand their impact on their customers.
- The role holder will have a good understanding of a heavily regulated environment.
- The role holder will have an understanding of the customer business operations for their area, and will understand the operating model of the Eli Lilly business.
- The role holder will have a strong service co-ordination background.

8. Competencies

■ Growth, Client & Customer Satisfaction / Quality of Services provided	■ Leadership & People Management
■ Rigorous management of results	■ Innovation and Change
■ Brand Notoriety	■ Employee Engagement
■ Commercial Awareness	

9. Management Approval

Version	V 1.	Date Oct 2025	
Document Owner	John G Murphy		