

Job Description:   
BMS Analyst

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| Function: | | | | Government UK & Ireland, Property Professional Services & Agencies | | | | | | | | |
| Job: | | | | BMS Analyst | | | | | | | | |
| Position: | | | | BMS Analyst | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | BMS Bureau Lead – Jack Tuck-Viggers | | | | | | | | |
| Additional reporting line to: | | | |  | | | | | | | | |
| Position location: | | | | Swindon | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * This exciting role involves working on a high-profile blue light service contract to provide technical support of a range of remote assets including Building Management / Building Energy Management Systems (BMS / BEMS) and Heating Ventilation & Air Conditioning (HVAC) systems. * The role involves alarm management, 1st line remote fixes using the existing BMS and raising and management of reactive work orders for Alarms that can’t be resolved remotely 24/7/365/366. * The role requires proactive monitoring and intervention to ensure efficient plant operation and reduce carbon emissions. * This is an exciting opportunity to work within a dynamic account team alongside other property professionals to drive energy and sustainability improvements on a large and publicly visible portfolio. | | | | | | | | | | | | |
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. | | | | | | | | | | | | |
| Revenue FY13: | €tbc | | EBIT growth: | | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc | |
| EBIT margin: | | tbc |
| Net income growth: | | tbc | Outsourcing growth rate: | n/a | HR in Region | tbc | |
| Cash conversion: | | tbc |
| Characteristics | | * BMS operation of a property portfolio of ~100 sites across the Greater London area utilising Trend IQ Vision and Trend System Engineering Tool | | | | | | | | | | |

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Ensure that the BMS Monitoring service is conducted in line with Authority and legislative, health and safety and environmental considerations * Continual monitoring and reaction to BMS changes and alarms (24/7/365/366) including recommended alarm changes * Period Review of set points in line with BMS Design Guide & Seasonal Variations * Ensuring the outputs of Energy Optimisation programmes do not regress. * Be willing to support other members of the contract team to minimise the impact on service levels and contractual obligations. |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * To support completion periodic review of Set points against critical design guide * To participate in Appraisals / Performance Reviews including the identification of training and development needs * Log, update & manage work orders to completion using the CAFM system (TRIRIGA). * Support the BMS Bureau Lead in the identification of opportunities of energy saving initiatives * Be an active participant in your community of practice - sharing best practice and learning from wider PPS colleagues. * Understand and comply with the Information Security requirements of the contract. * Upholds and promotes the client values of professionalism, integrity, courage and compassion. * Support in dealing with incoming BMS alarms from various remote sites and assessing priority/severity of alarm. * Support in dealing with incoming BMS and energy management support requests to comply with relevant service level agreements (SLAs) * Providing support to FM Supply Chain engineers via telephone * Analysing cause of increased energy consumption when alerted and ensuring resolution * Analysing and reporting on the performance of the BMS system including alarm and Work Order data * Maintain accurate records of all tasks undertaken on BMS & our CAFM system * Analysing controls strategy and historic data to perform root cause analysis and feed into Forward Works Plan * To work within a shift system to provide a core BMS service within an extended weekday period (Monday- Friday 09:00-21:00 * To implement agreed strategies that will ensure plant is operated to its optimum efficiency taking into account seasonal and site variations |

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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Accurate, timely and professional completion of all allocated tasks * Support with reducing the amount of BMS alarms by proactive management * First line support centre environment for all BMS related queries from the Helpdesk & M&E engineers * Provision of analytical insight into BMS performance and related performance metrics * Adhering to all company policies, procedures, and business ethics codes |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * An enthusiastic and inquisitive person who thrives on providing a good service to front line staff within the blue light industry. * We are looking for someone with some technical understanding of Building Services such as HVAC Systems that has previously worked in a Bureau environment and could potentially be looking for the next step in his/her career. * Previous experience or knowledge in Building Management Systems is strongly desirable * Remote support centre environment experience desirable * IT Literate in particular in use of Windows software & Microsoft office * A keen desire for self-development, to take full advantages of the opportunities presented. * CAFM system experience desirable * Applicants need to be eligible to pass security vetting carried out by the Client |

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| 8. Competencies – |
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| 9. Management Approval – To be completed by document owner |
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| 10. Employee Approval – To be completed by employee |
| |  |  |  |  | | --- | --- | --- | --- | | Employee Name |  | Date |  | |