

# Job Description: Planner & Coordinator



Function:	Hard FM Healthcare
Position:	Planning Co-ordinators x 3
Job holder:	(Vacant)
Date (in job since):	N/A
Immediate manager (N+1 Job title and name):	Command Centre Lead
Additional reporting line to:	
Position location:	Manchester University NHS Foundation Trust

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

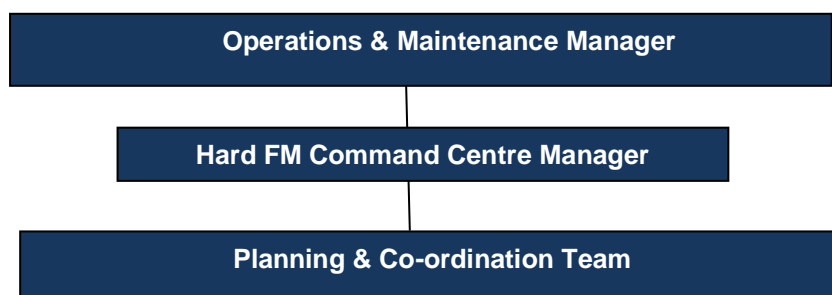
- Duties based around the Planning & Coordination of workflow from the Helpdesk and Maximo (CMMS) processes and link into the Operational Planned Maintenance Team.
- Client call handling and creation of faults on the CMMS.
- Support on a day to day basis of the CAFM system operated at the hospital for the Hard FM team. In particular, offering Planning & Coordination support to the Team Leaders in the planning office to ensure the effective operation of the planned and reactive maintenance processes
- Responsible for the day to day monitoring of the CAFM data relating to Estates Maintenance Services (PPM and Reactive works) along with the monitoring of associated Estates services data management including reporting and monitoring of all tasks logged on the system
- To support the Planning & Coordination lead to monitor on a daily basis to ensure the operation of the Payment Mechanism for Estates on the Manchester PFI Hospital site
- For the day to day management, security and upkeep of the CAFM system operator's tablet units including set up, updates & the training of users

## 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 FY17:	£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

## 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.



**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.

- Exchange, interpret, analyse and calculate information and communicate to all required parties
- Have administration skills and experience within a maintenance environment
- Collect all data and information required by technical management
- Present data and information in standard formats for technical managers.
- Assist Compliance manager in collation of information from site the day to day operation of the CAFM system
- Issue PPM and reactive work as required and assist in the processing of work ,
- Compilation of reports from the CAFM system and make any additions or requirements that may be needed to operate the system
- Ensure the efficient operation of the Data Management systems on the hospital site
- Manage the security and upkeep of the CAFM system operator's tablet units liaising with Global Maximo support teams and Sodexo IT as required
- Training (and recording) of all users in the operations associated with the use of the site CAFM system

**5. Main assignments** –Indicate the main activities / duties to be conducted in the job.

- Act as a Super User for the CAFM system and assist users with any training, password or any device issues.
- Scheduling and reporting of Maintenance plans including programming of CAFM system in line with SFG, HTM and other guidance
- Performance Monitoring of the system against
  - PPM schedule
  - Reactive maintenance
- Handle telephone calls from the trust providing a high level of customer service.
- The collection and provision of data related to all estate maintenance operations
- Collation and management of digital and paper records and filing in line with the Sodexo Quality system.
- For the day to day management, security and upkeep of the CAFM system operator's tablet units including set up.
- Ensuring good communication channels are maintained.
- To provide daily, weekly and monthly scheduled reports to the client and any ad hoc reports;
- All reports below as requested in the agreed timescales. ( Note this list is not exhaustive).
  - Reactive Extension requests
  - Denied Access reports
  - Daily Reactive & PPM's due to fail
- To represent Sodexo in applicable working groups for ensuring compliance with all relevant Health & Safety Legislation and site specific Health, Safety and Welfare policies.
- Maintain formal and informal communication with Trust managers related to services activities/ working group. Develop good working relationships with clinical and non-clinical staff at all levels
- Provide administrative support and advice for Hard FM staff where required.
- Co-operating and working closely with the helpdesk team to ensure the continued effective management, development and operation of the CAFM system.
- Complying with safe systems of work at all times

**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.

- Communication & Relationships Skills
- Successful utilisation of the CAFM system at all levels
- CAFM reports delivered in compliance with requirements of the PFI Contract
- Supporting the Planning & Co-ordination Lead to ensure the monitoring of the CAFM system at all times
- Knowledge, Training & Experience
- Analytical & Judgemental Skills
- Planning & Organisational Skills
- Patient/ Client Care
- Financial and Physical Resources

**7. Person Specification** –Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Proven experience within a similar role
- Excellent communication skills both written and verbal
- Self-motivated and able to adapt to changing priorities
- Able to demonstrate an aptitude for problem solving using a logical approach
- Works well in a pressurised environment
- Ability to deal with people at all levels
- Ability to be an effective Team player
- Aware of relevant Health & Safety and general legislative matters
- Attend external and internal courses as required
- Must be computer literate
- Must be able to demonstrate good verbal and written communication skills
- Good level of mathematical skills

Desirable:

- Previous experience within a Health Service context
- Demonstrating maturity in working with Hard FM groups
- Any specialist knowledge relevant to the health care environment
- Previous experience using SharePoint and Maximo CAFM systems (desirable)

**8. Competencies**–Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Leadership & People Management
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ Business Consulting
▪ Commercial Awareness	▪ Employee Engagement
▪ Learning & Development	▪ Highly Motivated
▪ Employee Engagement	

**9. Management Approval**–To be completed by document owner

Version	Version 2	Date	May 2022
Document Owner			

**10. Employee Approval**—To be completed by employee

Employee Name		Date	
---------------	--	------	--