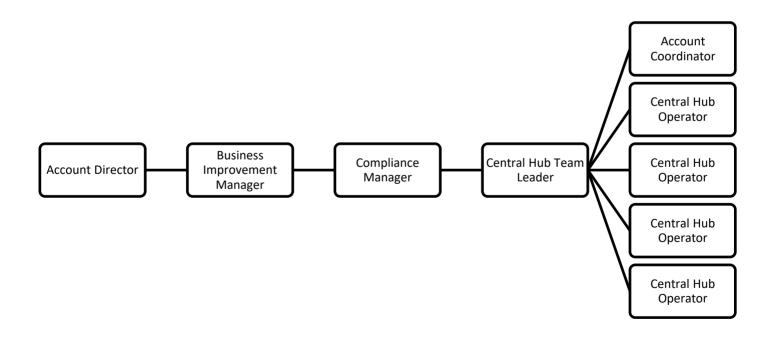


JOB DESCRIPTION

Position Title	Account Co-ordinator	Department	Diageo
Generic Job Title	Account Co-ordinator	Segment	Corporate Services
Team Band	XX	Location	UK and Ireland
Reports to	Central Hub Team Leader	Office / Unit name	

ORGANISATION STRUCTURE







Job Purpose

- Compile all records of compliance on the account
- Completion of finance register of goods receipted (RGR) and master register Raising of invoices
- PO recording
- Ensuring planned and statutory maintenance is tracked in month and non compliance reasons tracked, managed and closed out
- Supervision and administration of sharepoint library
- Maximo performance tracking
- Analysis of PowerBI to proactively manage site performance
- Control of change management of assets in the system
- Daily governance meeting support
- KPI Reporting daily, weekly, monthly, adhoc
- Overview of the scheduling of hard services works across the portfolio Change control process monitoring
- Analysis of performance on the portfolio and feedback to ensure identified areas for improvement closed out
- Ensuring site specific documents are aligned to changes on contract
- Centrally tracking risk register and close out of audits and actions tracked to completion
- Training/upskilling/coaching of EZMax with the engineer base
- Administration of the CAFM system to ensure that all access, account and contract specific information is all up to date and correct
- Understanding of systems across the account to include Maximo, SAP, SALUS, PowerBI, Sharepoint, Iconics / Roamer (Diageo specific) and Enablon (Diageo specific)
- Provide feedback to compliance manager on where processes can be enhanced across the portfolio
- Roll out improvements to CAFM system processes as and when updates are issued
- To maintain the system asset, PPM and location data within the CAFM system
- To work with the field technical teams to ensure that all SFG20 changes are implemented where necessary

Key Performance Indicators (KPIs) or "What it will look like when you are doing the job well"

- Account will remain compliant
- All KPIs are generated each month
- All risk areas are highlighted to line manager in a clear and structured manner
- To act as a gate keeper of all measures on the account for compliance Ensure all managers are alerted of any areas for concern
- Identify, resolve and align dependencies and complexities relating to other work streams Risks and impact are highlighted to ensure continuous successful delivery on the contract Maintain all process work stream documentation
- Contractual documentation is kept up to date Systems improvements are made and trained out
- Proactive management and containment of risks and issues, ensuring business and service continuity throughout
- Demonstrate clear and positive team working as well as effectively engage with organisational stake- holders to bring them along the journey of change
- · Account will grow through organic growth



Competencies

Relationship Management:	Leadership
 Develops relationships based on mutual respect and professionalism Seeks win-win outcomes with others Offers and asks for help when needed Keeps promises made to internal and external clients. 	 Takes responsibility when needed Acts with initiative Demonstrates energy and enthusiasm
Resilience	Impact & Influence
 Accomplishes set goals Demonstrates a constructive approach when faced with obstacles Committed to delivering the tasks required Resourceful and self driven 	 Communicates effectively Is a good listener Keeps an open mind when listening to the view or ideas of others Makes a confident contribution in all situations
 Working With Others Works effectively as part of a team Shares ideas and information with the team Responds helpfully and courteously to requests for information or help 	Planning & Organisation Prioritises workload effectively Plans in activities to meet the needs of others Is thorough and shows attention to detail Proactively plans use of time to minimise reactivity Maintains work life balance
Results Orientation	Financial & Business Awareness
 Delivers against agreed SMART objectives in line with defined plans and deadlines Ensures key priorities are given time and attention Uses agreed processes to get the job done in the right way Shows attention to detail 	 Numerate Reviews own activities to ensure cost effectiveness Keeps up to date with business developments Uses company tools to measure performance
Analysis & Decision Making	Continuous Improvement
 Makes appropriate decisions Speaks confidently and coherently Is able to analyse problems and propose suitable solutions Is open to new ways of doing things 	 Seeks to continuously improve outputs for the benefit of the business Actively drives own development Learns from experience Has a curiosity to explore beyond known boundaries Constantly raises the standard and quality of work, benchmarking against best practice



Skills, Knowledge and Experience

- Comfortable and influential communicator at all levels (operator to director)
- Proficient with business analysis techniques: techniques which help in modelling and understanding a business and its operation
- Proficient in progress reporting: methods and techniques for reporting progress Proficient in reporting and analysis methods
- Able to comprehend, interpret, communicate and embed contract into operations
 - Knowledge of methods and techniques associated with planning and monitoring progress of projects e.g. work breakdown structures
 - Knowledge of risk management: the identification, assessment and management of risks, which could result in time or cost over-runs, or failure to deliver products which are fit for purpose
 - Proficient in customer service techniques: techniques for ensuring that full account is taken of customers' real and stated needs in the delivery of products and services
 - Advanced level of knowledge of the Maximo CAFM system
 - Knowledgeable on PowerBI and Sharepoint

I can confirm	I have read the ful	Il content of my	job description	and understand	the requirements	of this
role:						

Employee Signature:

Date:

Please return to sender with any associated documentation

Version	Date	
Document owner		