

Job Description:



Asomp (Annual Schedule of Maintenance Plan)

Function:	Hard FM (Estates) Healthcare
Position:	ASOMP
Job holder:	TBC
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	Head of Estates
Additional reporting line to:	N/A
Position location:	Queens Hospital Romford

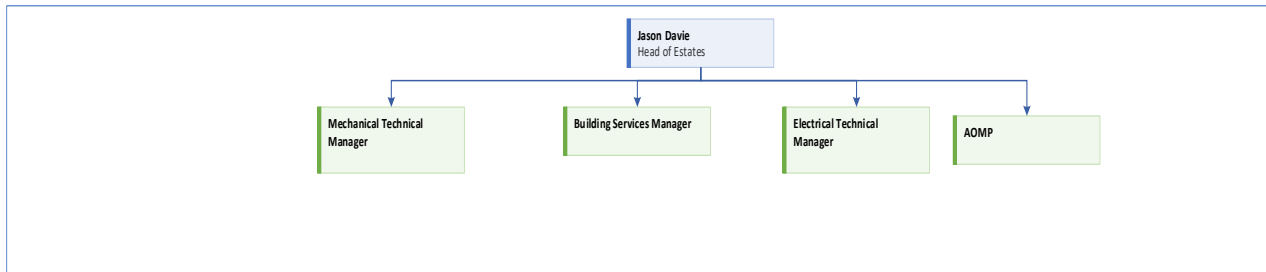
1. Purpose of the Job – State concisely the aim of the job.

- The aim of this role is to ensure the Estates assets provide value and reliability to their core business requirements. This will be achieved by the development, deployment, management and continual improvement of an asset register and PPM schedule, the result will be a comprehensively maintained Estate & low risk to the owner ship.
PM (Planned Preventive Maintenance) scheduling is used to plan and execute routine maintenance tasks in a proactive manner. It involves creating a schedule of regular maintenance tasks to be performed at predetermined intervals, typically based on manufacturer recommendations or industry best practices. The ppm planner and Scheduler will be responsible for the maintenance of a structured PPM schedule (Annual Schedule of Maintenance plan) which can be reviewed against the asset register and audited upon request.
They will manage the work orders through to completion and escalate any issues.
- PPM scheduling aims to prevent equipment failure and reduce downtime, which can be costly in terms of lost productivity, repairs, and replacement costs. The schedule is typically based on a variety of factors, including the type of equipment, its usage patterns, and the operating environment.
Having a structured PPM schedule also helps to maintain compliance, as requirements are easily checked off against the schedule. The schedule can be reviewed against the asset register to highlight any gaps or issues, and therefore help control compliance.
By implementing a PPM schedule, facilities managers can ensure that equipment and systems are well-maintained, reducing the likelihood of breakdowns and improving overall reliability. This, in turn, can help to minimise downtime, improve safety, and extend the lifespan of the equipment.

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 FY16:	EBIT growth:	Growth type: n/a	Outsourcing rate:	n/a
	EBIT margin:		Outsourcing growth rate:	n/a
	Net income growth:			
	Cash conversion:			
Characteristics				

3. Organisation chart -



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.

- Developing, deploying and maturing an Asset Management ISO 55001 solution through the Sodexo Internal and External Customers and Supply Chain Organizations.
- Ensuring standardization of approach and delivery of asset management across multiple supply chains.
- Creation and enabling of value adding knowledge from multiple data sources, inclusive of Leading Indicators and Data Driven better ways of working.
- Working closely with Sodexo Group Functions and Working Groups - Assessing and deploying technology solutions to reduce manual interventions and enhance statutory compliance detail in a cost and operational value way.
- Promote team work ethic with peers and senior leadership in an open way while assuring strict compliance with HTM's and Contractual Obligations are planned, actioned and monitored appropriately.
- Develop a comprehensive procedure of transferring Global Maximo and Associated Technology driven data into the Lifecycle Planning work stream.
- Present data and information in standard format for technical managers
- Update CAFM system in relation to Asset and PPM

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

- Actively control and produce a PPM schedule via the Global Maximo platform
- ASOMP
- Ensuring asset maintenance is carried out in conjunction with the relative HTM's, British standards, L8, etc
- Check & refresh planner on a quarterly basis to submit to client
- Undertake Superuser training for the CAFM system
- 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 manager /supervisors to ensure the effective operation of the planned and reactive maintenance processes
- 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
- 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 accurately manage and revise PPM schedules and ensure compliance with mandatory and statutory regulations.
- Be responsible for uploading and managing assets within Maximo
- To accurately provide asset management support, including asset data and trend analysis.
- Understand asset and asset management risk and ensure all parties have a balanced view of risk
- Ensure the asset register is kept up to date and meets the data standard requirements, inclusive of working with the Sodexo Projects work stream for successful enablement of change data into Global Maximo.
- Create recommendations for the maintenance strategy, ensuring the right intervention for an asset is based on risk, condition and performance.
- Align work activity with the Estates strategy and Sodexo Contractual Obligations.
- Create reporting and analytical capability to interrogate all Estates and Asset Management data to benchmark, learn about and improve the cost / performance / risk balance
- Use data and analysis output for scenario modeling and to enable effective decision making.
- Ensure data management and change control protocols are in place and audited
- To train, develop and up-skill all parties that are involved in meeting Sodexo's objectives with relevant asset management and PPM planning skills
- Assess and continually improve the asset management system and PPM planner
- Ensure the Asset Management processes meet the clients' business objectives and Sodexo's contractual requirements
- Contractor Management in line with the Maximo scheduling
- Work in line with the Sodexo asset management process and ensure all the asset information is kept up to date
- Identification and oversight of strategic priorities, continuous improvement
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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.

- Ensure that PPM, remedial and reactive works are scheduled in alignment with the contractual and legal requirements.
- Ensure that the PPM schedule is in alignment with the contractual and legal requirements.
- Perform asset data management.
- Perform asset data and trend analysis.
- Ensure value for money is achieved
- Provide comprehensive knowledge of the
- Ensure all asset and ppm scheduling records are kept up to date and available for auditing
- Monitor and optimize the utilization of Site Delivery Teams through effective scheduling of works.
- Use Scheduling and Planning functionalities in Maximo system to ensure the most efficient utilization of resources (based on workload / qualifications).
- Identify any potential areas of improvement and highlight to the Estates manager
- Attend training and coaching sessions and incorporate any changes necessary in duties, methods, working hours and procedures.
- Ensure Sodexo's commitment to ethical principles and sustainable development are achieved and maintained.
- Ensure compliance with all Sodexo policies, procedures and directives.
- Promote and maintain Sodexo values and ethical principles.

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

- Knowledge of the Global Maximo CAFM system
- Recognised qualification in Asset or Facility Management
- Fully competent in PPM planning and scheduling
- Knowledge of Health Technical Memorandum (HTM's)
- Have a good understanding of reactive and planned maintenance works, to enable planning of works within SLAs / KPIs.
- Excellent communication skills - written and verbal.
- Excellent planning and organizational skills
- Significant experience within a complex site/environment
- Developing and managing internal and external relationships to ensure desirable outcomes
- Attention to detail, quality driven approach
- Strong Influencing skills
- Authentic leadership skills
- Self-motivated, confident, honest and flexible, with a professional work ethic.
- Be flexible and adaptable to change

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

- Employee Engagement
- Brand Notoriety
- Commercial Awareness
- Analysis and Decision making
- Planning and organizing
- Rigorous management of results
- Growth, Client & Customer Satisfaction / Quality of Services provided
- Change and Innovation
- Team ethical behavior, working closely with peers and leadership in an open and transparent way.

9. Management Approval – To be completed by document owner

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Document Owner	TW		

10. Employee Approval – To be completed by employee

Employee Name		Date	
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