

Job Description:   
Administrator

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Function: | | | | Maintenance Department Sodexo Justice Service | | | | | | | | |
| Job: | | | | Maintenance Administration Operative | | | | | | | | |
| Position: | | | | Administration Officer | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Helen Watson – Senior Facilities Administrator | | | | | | | | |
| Additional reporting line to: | | | | Head of Facilities | | | | | | | | |
| Position location: | | | | HMP Altcourse | | | | | | | | |
|  | | | | | | | | | | | |
| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| |  | | --- | | * Be part of a multi-tasked administration team performing a variety of duties to ensure the smooth running of the function, providing a service to the Maintenance Department * To have IT literacy skills including Word and Excel. * Ability to work under pressure, paying attention to detail. | | | | | | | | | | | | | |
|  | | | | | | | | | | | |
| 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 | | * Add point | | | | | | | | | | |

Draft. Version: 27-03-2014

|  |
| --- |
| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is enough 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. |
| Head of Department  Senior Facilities Administrator  Administration officer |

|  |
| --- |
| **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. |
| * Maintaining Maintenance Records * Maintaining Maintenance Dairies * Supporting the Maintenance Operatives/Managers * Working with and booking contractors. * Operation of a CAFM system. * Working in accordance to Sodexo’s Policies. |

|  |
| --- |
| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * To Maintain all electronic folders and set up new as required. This includes: * The internal Maintenance Operatives training records. Dates completed/renewal and certificates. * Proactively maintaining contractors documents/statutory/insurance certification/RAMS & SSOW/contact details, their training and qualifications. * Holiday cards and toil records. * Weekly variance sheets. * To Maintain and update the Maintenance dairies. This includes;   .   * Proactively maintaining relevant dates and renewal of documents/statutory certification and actively, without promoting, contacting these contractors. Thus, ensuring that certificates are always renewed * Maintaining regular bookings of contractor’s visitors and deliveries. * Diarizing staff holidays toil and on call information.      * Raising and maintaining e-permits. * Maintaining contractors RAMS/SSOW. * Bookings via CMS * Raising purchase orders * Full operation of CAFM system (Maximo). Including asset management, PPM’s and reactive works. * Contract scope including KPI’s * Minute taking. * General administration. * Supporting the Deputy FM and Head of Department as and when required. * Supporting Maintenance Operatives, with electronic systems and training if so required. * To provided cover for absences of other Administration Officer and undertake their primary role. * If so requested to support with regular reports and returns to heads of departments. |

|  |
| --- |
| 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. |
| * To take ownership and responsibility. * To support the Maintenance Supervisor/ FM/Head of Department. * To comply with polices and procedures * To be flexible and step in when required. |

|  |
| --- |
| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Excellent organisational skills with the ability to work under pressure. * Good computer skills in word & excel * Excellent interpersonal skills. * Organisational skills. * A good eye for detail. * A team player and sharer of knowledge. * Excellent time-keeping organisation, planning and scheduling. * Ability to work to set time scales. * Adhering to and driving company initiatives. * Experience working in a standards/compliance environment * Ability to maintain and develop client and contractor relationships. * Ability to comply with company and statutory regulations. * Ability to delivery consistent level of service within the company standards inline with the contract specifications.     . |

|  |
| --- |
| 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 | * Ownership and Responsibility | | * A Team Player | * Innovation and Change | | * Brand Notoriety | * Sharer of knowledge | | * Commercial Awareness | * Proactive | | * Employee Engagement |  | | * Learning & Development |  | |

|  |
| --- |
| 9. Management Approval – To be completed by document owner |
| |  |  |  |  | | --- | --- | --- | --- | | Version | 1 | Date | 22/12/20 | | Document Owner |  | | | |