

Job Description:
Facilities Management (FM) Administrator

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| Function:  | Sodexo Justice |
| Position:  | FM Administrator |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | FM Senior Administrator  |
| Additional reporting line to:  | Hard & Soft Service Managers & Head of FM |
| Position location:  | HMP Addiewell  |
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| 1.  **Job Introduction** |
| * To support the FM department in delivering the vision for HMP, by ensuring that the prison operates effectively with the corporate and local values and vision.
* To provide a first class, professional service to client and customers of the prison estate and to take personal ownership and responsibility for the standards delivered.
* At all times carrying out the duties and responsibilities of the post in compliance with Sodexo company policies and current technical legislation and Health & Safety.
* Working closely with the Senior FM Administrator to ensure the Prison estate continues to comply with statutory requirements and maintain the health and safety requirements of the estate and the FM team and stores.
* To have a broad knowledge of the building services across the prison estate
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| **2. Role Responsibility**  |
| * To support Senior FM Administrator in the day to day running of the Prison ensuring contractual/statutory compliance, that all data is collated and correctly input onto CAFM systems.
* Reactive maintenance is maintained and recorded in line with the contract in line with SLA’s
* Manage E-Permit system for FM team and contractors
* Ensure FM Health and Safety and Training records are in date
* Contractor management service and breakdowns
* Monitor and Input Budget Data requirements onto SAP, PO’s and GRNI
* Promote the Sodexo safety Culture “3Checks for Safety” & the “7 Safety Nets”
* Where possible, personal contact is made to develop a positive relationship with departments across the prison estate.
* Be aware of all accidents/near miss incidents that occur in the area responsible in line with incident/accident reporting procedure.
* To complete any other reasonable task requested by the Head of FM or senior management team.
* Be vigilant and report any security issues immediately to line managers/security team.
* To comply with statutory and legal requirements for fire and health and safety.
* Deal with all enquires in a professional and courteous manner, in person, email or over the telephone.
* Essential typing and I.T. skills including excel and PowerPoint (Microsoft Office)
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| Main assignments* Monitoring of the CAFM systems- Service Desk, E Permit System, Easy FM
* Monitor and Input Budget Data requirements onto SAP, PO’s and GRNI
* Ensure all Contractors are compliant with Health & Safety Requirements
* Ensure all Monthly/quarterly reporting is completed to agreed timelines to all departments,
* Ensure all H & S Paperwork is received prior to contractors attending site.
* Ensure all Paperwork is in place for Internal/External Audits
* Ensure all Statutory Training and records are up to date
* Accurate records of maintenance and repair work to be maintained
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| 3.  **Ideal Candidate** |
| * Knowledge of SAP experience PO/GRNI
* Knowledge of CAFM System
* Experience of working in an FM Role.
* Experience of working with Contractors and overseeing contracts.
* Experience of working successfully with accrediting and regulatory bodies and implementing associated programmes.
* Experience of working within a Health & Safety Environment, RAMS ISOQAR
* Experience of Managing of Budgets/ Stock Control
* Stores Experience

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| 4. Organizational Chart |
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Leadership & People Management
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| * Rigorous management of results
 | * Innovation and Change
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| * Brand Notoriety
 | * Business Consulting
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| * Commercial Awareness
 | * HR Service Delivery
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| * Employee Engagement
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| * Learning & Development
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| 9. Management Approval – To be completed by document owner |
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| Document Owner | Donny Wornin |

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