Job Description: Facilities Co-ordinator



Function:	Administration
Position:	Facilities Co-ordinator
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Service Delivery Manager
Additional reporting line to:	
Position location:	Colchester Garrison

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

 The post holder will be responsible for (but not limited to) assisting in the receiving, assigning, daily supervision, successful completion and worksheet sign- off in line with the payment mechanism of all self delvered planned and reactive maintenance tasks

Revenue FY13: €tbc	EBIT growth:	tbc		Outsourcing	~/o	Region Workforce	tbc
	EBIT margin:	tbc	Growth	rate:	n/a		
	Net income growth:	tbc	type: n/a	Outsourcing	n/n	HR in Region	tbc
	Cash conversion:	tbc		growth rate:	n/a		



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.

- Planning of allocated tasks
- Extracting accurate information from hard copy documentation
- Flexibility to change priorities whilst carrying out duties
- Barrack damage claims preparation
- Liaise with Service Delivery Team to ensure accurate processing of quotations, purchase orders, completions, invoices and remedial works.
- Self-motivated. Able to prioritise demands under pressure.

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

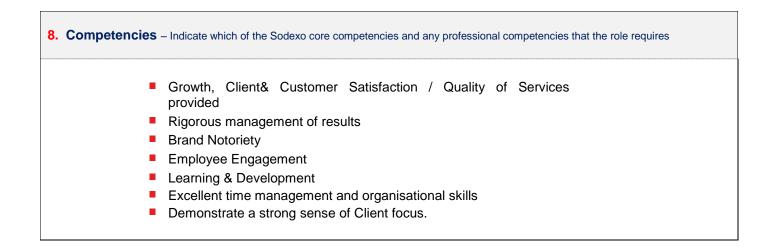
- Monitor Maximo for all reactive maintenance tasks. Amendments and log notes made as appropriate.
- Assist in tasks assignment to the Engineers within the team and ensure timely and compliant completion.
- Support the procurement of materials via SAP as appropriate in accordance with Tech Officers.
- Ensure all self- delivered PPMs, job plans and sequencing of works are correctly entered into and scheduled in Maximo
- Work in partnership with the Helpdesk Administration team to ensure seamless service delivery
- Monitor all tasks and provide timely updates and appropriate job files for tasks which are likely to exceed the reactive maintenance cap to Engineering Supervisor and/ or Service Delivery Manager or Client as necessary
- Monitor all Contractors on-site to ensure compliance with all H&S requirements e.g. WAF for all tasks.
- Monitor all Engineers are working effectively and in a timely fashion whilst carrying out their duties.
- Provide supporting evidence in support of any Barrack Damage claims e.g. Engineers photos.
- To carry out any reasonable request made by the Tech Officers and Service Delivery Manager.
- Assist in dealing with relevant invoice queries and ensure data available for finance in a timely manner.
- Co-ordinate PM remedials, identify request quotes and arrange for external contractors to carry out works.
- Taking minutes at PM and Contract Meetings when requested.
- Raising Purchase Orders for materials and sub-contractors.
- Running weekly Maximo/Cobra reports to track status of tasks.
- Ensuring tasks are completed to required SLA/KPI's.

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.

- Accurate archiving of completed work sheets within the Maximo/Cobra and hard copy filing system.
- Timely raising of purchase orders to complete works within contractual timescales.
- The precise input of work information into the Maximo/Cobra system within a timely fashion.

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

- All worksheets are checked and signed off in a timely and compliant manner.
- Maximo/Cobra WO logs and statuses are update daily to reflect timely and correct status of all tasks.
- Provide weekly/ monthly Work Order status and KPI reports as necessary.
- Experience of operating within a diverse defence engineering and FM environment.
- Line management experience of a diverse technical multi-skilled work force.
- Must work well within a team and support the Service Delivery Manager and Tech Officers whilst able to make decisions based upon own knowledge and initiative.
- Must have strong IT skills, be proficient in Microsoft Office and familiar with Data Base type software
- Strong leadership and interpersonal skills
- Excellent organisation skills are required to for fill the planning of Reactive and Planned Maintenance works
- Proven experience in an Engineering Administration role with a proven track record in Facilities Management.
- Undertake training of staff as and when required.
- Good basic education, with GCSE passes in Maths and English.
- Smart appearance.
- Be flexible to work outside core hours when required.



9. Management Approval – To be completed by document owner

Version	2	Date	23 June 2017
Document Owner	Garry Traveller		