

Job Description: Technical Administrator



Function:	Hard FM Healthcare
Position:	Technical Administrator
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Department Managers
Additional reporting line to:	TBC
Position location:	Manchester University NHS Foundation Trust

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

- Ensure SharePoint is maintained and updated to reflect engineering compliance position at all times.
- Keep all technical logbooks up to date, notifying managers in good time when items are coming up to renewal.
- Export all statutory inspection reports with observations from subcontractor portals to Excel and notify responsible AP.
- Type, collate and distribute any minutes from meetings which require admin support.
- Ensure department OPM (Operational Procedure Manual) is up to date and training requirements are notified to appropriate manager by the required deadline

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 FY17:	£tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

Characteristics

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient 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.

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.

- Working alongside both financial and non-finance personnel will require excellent interpersonal and communication skills with the ability to relate to all levels within Sodexo and externally with suppliers and the Trust.
- During the course of your duties, you may have access to confidential information, which must not be divulged to an unauthorised person at any time.
- Exchange, interpret, analyse and calculate information and communicate to all required parties.
- Have administration skills and experience within a maintenance environment.
- Collect all data and information required by the management team.
- Present data and information in standard formats for technical managers and the finance managers.

5. Main assignments

- Accurately collate requests for overtime forms for personnel, act as the first level of sense check for chargeable / no chargeable work and review of backup before presentation to designated approver for approval.
- Control sickness & annual leave reports, to include be the reporting line for any sickness & holiday requests.
- Logging of weekly overtime in the overtime file, accurately identifying rechargeable jobs and setting up a recharge pack...
- Reviewing Reactive/Corrective jobs in Maximo for known rechargeable activity.
- Capture all required information requests for recharge, then establish the amount of AP time spent in relation to each permit for recharge. ie. those relating to Contract Variations, Trust works, Engie Lifecycle, Lend Lease defects etc.
- Collate and log data on all other rechargeable activity on a weekly basis, complete a recharge pack and initiate contact with customer for a PO before sending information on for processing.
- Communicate the requirement for new PMOs to finance manager.
- Raise Purchase orders following request from managers.
- Raise POs for Agency labour, ensuring that labour and the reason for it is pre-approved and logged in the agency labour check list.
- Review outstanding purchase orders weekly & monthly to ensure appropriate action is taken, and costs are recorded in the correct months.
- Support operational managers in the planning for / collation of costs relating to special events (eg. Black starts).
- Act as the point of contact between Supply solutions and the operations to ensure suppliers are available / queries logged.
- Maintain formal and informal communication with Trust managers related to services activities/ working group. Develop good working relationships with clinical and non-clinical staff at all levels.
- Use of IT systems to include the CAFM, SharePoint and subcontractor systems.
- Provide administrative support and advice for Hard FM staff where required.
- Complying with safe systems of work at all times

6. Accountabilities

- Accurate Management Information produced in a timely manner.
- Deadlines met.
- Accurate records kept.

7. Person Specification

- Proven experience within a similar role
- Self-motivated and able to adapt to changing priorities.
- Able to demonstrate an aptitude for problem solving using a logical approach.
- Works well in a pressurized busy environment.
- Attend external and internal courses as required.

- Must be computer literate able to use Excel & Word to a good standard.
- Must be able to demonstrate good verbal and written communication skills.
- Good level of mathematical skills

Desirable:

- Previous experience within a Health Service context
- Demonstrating maturity in working with Hard FM groups
- Any specialist knowledge relevant to the health care environment
- Previous experience using SharePoint and CAFM systems (desirable)

8. Competencies

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Leadership & People Management
▪ Rigorous management of results	▪ Innovation and Change
▪ Commercial Awareness	▪ Business Consulting

9. Management Approval

Version	Version 2	Date	March 2024
Document Owner			

10. Employee Approval

Employee Name		Date	
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