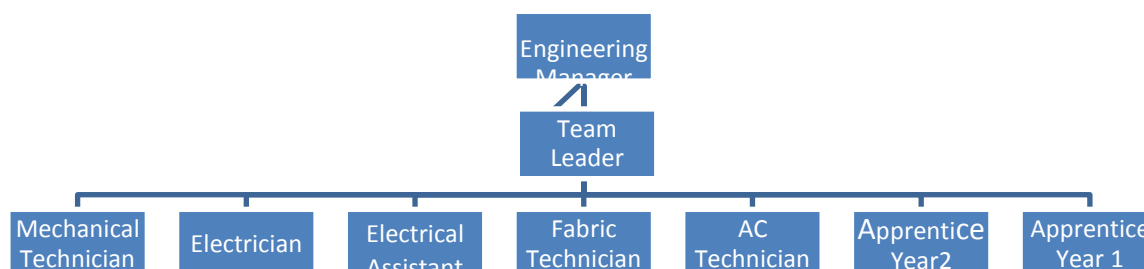


# JOB DESCRIPTION

Position Title	Team Leader	Department	Facilities
Generic Job Title	Team Leader	Segment	Corporate Services
Team Band	Un-banded	Location	BAE Systems Broad Oak
Reports to	Engineering Manager	Office / Unit name	BAE Systems Broad Oak

## ORGANISATION STRUCTURE



## Job Purpose

To co-ordinate and direct all activities within the assigned area across hard FM service.

To ensure that all services provided, adhere to safe systems at work and all legislative requirements for their areas of expertise, supported by Centre of Excellence, Technical Service Manager and Shared Services.

Delivery of activities agreed in local Account Strategies agreed with the Engineering Manager.

Monitoring of the services delivered to Engineering Manager.

## **Accountabilities** or “what you have to do”

- To act upon any reasonable requests from the Supervisors or Managers
- To carry out the planned, reactive and general maintenance within a large industrial / commercial site.
- To be accountable for the effective delivery of a professional maintenance service to the client ensuring that all contractual response and repair times are met.
- Liaising with and organising other operatives/contractors to ensure a consistent and professional approach and having familiarity with mechanical systems with the ability to carry out minor repairs associated with said systems.
- To manage, update and amend the site Asset register as and when required as per LOP.
- To manage/assign and close work orders with the CAFM system as per LOP.
- To organise the teams work-load to achieve KPIs.
- To be appointed to any relevant AP role upon successful completion of the Safe Systems of Work course and subsequent formal assessment. Responsibilities there-after to be the management of the said SSW(s).
- To issue Permits to Work within competencies and remit.
- To co-operate with the client and employer ensuring that all statutory Health, Safety and Welfare legislation, is adhered to, including any company or site specific policies and rules.
- To be part of the on call rota for breakdown callouts across the site over a routine 7 day period.
- To be prepared to work to variable hours Monday – Friday when required based on a 40 hour week.
- To provide assistance to other operatives and contractors when required.
- Be able to communicate with the clients staff at all levels.
- To attend any other training courses as required.
- To plan and develop staff directly reporting to the role.

## **Key Performance Indicators (KPIs)** or “What it will look like when you are doing the job well”

- Complete all work orders as per contractual KPI
- Labour productivity management
- Client satisfaction
- Client Retention
- Unit audit scores
- People Management
- Internal compliance standards
- Health & Safety Compliance

## Skills, Knowledge and Experience

### Essential

The applicant must have extensive experience and competency with the various types of services associated with Hard FM.

Hold a formal qualification Level 3 within a relevant field.

To be competent with a CAFM system, ideally Maximo.

SC security clearance or be able to obtain this level of security clearance.

Valid driving licence.

Be of a suitable and appropriate level to understand written instructions and be numerical competent for the role.

### Desirable

Valid 1<sup>st</sup> Aid Certificate

Valid IPAF Licence.

Valid IOSH Managing Safely Certificate.

## Contextual or other information

Employees Name (Print):

Employees Signature (Sign):

Date:

Manager Name (Print):

Managers Signature (sign):

Date:

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Document owner			