

JOB DESCRIPTION

Function:	Sodexo Justice Services
	MAINTENANCE ADMINISTRATOR
Job holder:	
Date (in job since):	
Immediate manager Facilities Manager	Neil Quinn
Additional reporting line to:	Phil Rose
Position location :	HMP Addiewell

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

- To support FM Manager in the day to day running of the Prison ensuring contractual/statutory compliance, that all data is collated and correctly input onto CAFM systems.
- Manage E-Permit system for FM team and contractors
- Ensure FM Health and Safety and Training records are in date

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 FY	€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:

Staff:

Other:

3. Organisation chart

Head of Facilities

Maintenance
Administrator

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.

- Monitoring of Contractual & Statutory Compliance and adhering to H & S Guidelines and Policies
- Flexibility to change Focus from one priority to the next within short periods of time.
- Prioritising Operational work requirements allowing for ongoing contractual FM requirements
- Participate in internal external audits

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

- Monitoring of the CAFM systems- ensuring tasks are completed as per the SLA
- Input and maintenance of all Maintenance purchase orders onto the SAP System. Provide monthly reports to the Finance Manager and Data Centre on Open Po, GRNI and Parked
- Prepare e-permits for Maintenance Team and any contractors attending site. This includes the prior checking that all contractors entering the site have the appropriate insurance, up to date personal accreditation relevant to the work being carried out, compliance documentation as relevant to the task, appropriate risk assessment and method statement (RAMS) to cover the works taking place
- Input and maintenance of all Maintenance purchase orders onto the SAP System. Provide monthly reports to the Finance Manager and Data Centre on Open Po, GRNI and Parked
- Ensure all Contractors are compliant with Health & Safety Requirements
- Actively participate in all audits from external and Internal Sources. Provide all required information to audi-

tor to ensure compliance

- Ensure all Monthly/quarterly reporting is completed to agreed timelines to all departments,
- Ensure all Statutory Training and records are up to date
- Maintain and update all Contracts for FM ensuring PPM visits are completed on time

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.

- Ensure all Statutory Compliance Records are kept up to date and any issues reported to the FM Manager
- Ensure all PPM and Reactive Maintenance is completed and inputted onto the CAFM system according to the contract.
- Ensure Maintenance Contracts are up to date and PPM visits are completed
- Ensure all Financial spend is recorded and budgets adhered to as agreed by the FM Manager
- Support the FM Manager during Audits ensuring Statutory Compliant Records are up to date
- Support the Corporate FM Leads as and when required

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

- Knowledge of CAFM Systems
- 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
- Experience of running an E Permit System

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Experience of working on IT Systems, Microsoft, Excel, Word	▪ Leadership & People Management
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	
▪ Commercial Awareness	
▪ Employee Engagement	
▪ Learning & Development	