# **Job Description**

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|  | *P**osition Title* | **Planner** |  | *Department* | **BAE Systems** |  |
|  | *Generic Job Title* | **Administration** |  | *Segment* | **Corporate Services** |  |
|  | *Team Band* |  |  | *Location* | **Rochester** |  |
|  | *Reports to* |  **Maintenance Manager** |  | *Office / Unit name* | BAE Systems Rochester |  |
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|  | 1. Organisation structureCompli |  |
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|  | 2. Job Purpose* To assist the Maintenance Manager with the daily running of the maintenance team on site
* To assist the Maintenance Supervisors with daily running of all admin functions within the office.
* To assist the Account Manager with the financial functions within the office.
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|  | 3. Accountabilities or “What you have to do”* Administration of Maximo CAFM system – Including but not limited to – Reviewing work logged by the help desk and assigning this to the maintenance team. Raising RM work orders, generating PM work orders, amending assets, creating new assets and PM schedules, closing RM work orders, Generating Reports.
* Filing service reports and maintaining records on the shared drive.
* Regular communication via telephone, email and face to face with the Client, end customers, suppliers and sub-contractors, providing the professional interface between Client and engineering teamsRaising and processing of supplier, subcontractor and client quotesRaising and completing of purchase orders for suppliers
* Generating of Call out rotas for client distribution
* Providing statistical analysis of performance.
* Administration of office IT filing system.
* General administration as required to support daily functions of the office.
* Minute taking.
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|  | 4. Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”* Planned and Reactive maintenance activities under your control are completed within contract timescales.
* All H&S requirements are undertaken.
* Reports completed and handheld device updates are to a high standard and contain all required information.
* Positive feedback from the management team and other key stakeholders.
* Accomplishes set goals - Demonstrates a constructive approach when faced with obstacles. Committed to delivering the tasks required. Resourceful and self-driven
* Analysis and Decision Making – Makes appropriate decisions. Speaks confidently and coherently. Is able to analyse problems and propose suitable solutions.
* Leadership – Takes responsibility when needed. Acts with initiative. Demonstrates energy and enthusiasm. Seeks opportunities to develop self.
* Working with others – Works effectively as part of a team. Shares ideas and information with the team. Responds helpfully and courteously to requests for information or help in a timely manner. Communicates effectively and is a good listener. Keeps an open mind when listening to the views or ideas of others. Makes a confident contribution in all situations.
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|  | 5. Knowledge, skills and experience* Administration / Hard service experience.
* IOSH Managing Safety (Sodexo equivalent)
* Excellent communications both written and verbal.
* Computer literate.
* CAFM Experience essential.
* Proficient with Microsoft office applications (including Outlook, Word, Excel, and PowerPoint)
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|  | 6. Contextual or other information* Training will be required to undertake certain aspects of the role.
* To work with prior notice on a 5 /7 shift system, to provide a core presence at Rochester within an extended weekday period.
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|  | 7. Dimensions  |  |
|  | *Financial* | None  |  |
| *Staff* | None  |
| *Other* |  |
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| Version | 1 | Date |  |
| Document owner |  |