

Job Description:

[Job Title]

Function:	Sodexo Justice Services
Position:	Maintenance Operative
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	FM Manager
Additional reporting line to:	Dep FM Manager Martin Smith
Position location:	HMP Peterborough

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

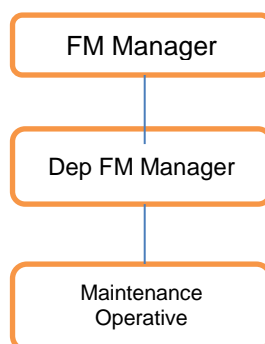
- To maintain the prison estate, facilities and systems to a high standard. To fulfil the conditions for cell certification and carry out effective maintenance and repairs that contribute to a safe, reliable and efficient maintenance regime within the Prison estate. To assist in the contractual compliance of Schedule C and maintain Statutory compliance as per existing Regulations.

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 FY13: €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

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.

- Maintaining and recognizing the Security and Operational constraints that routinely apply when carrying out Maintenance tasks in a Prison environment.
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5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- To provide the maintenance function for the prison as directed by the Maintenance Manager.
- To comply with National Security Framework, with particular emphasis on areas of security of tools, equipment, locks, keys and resources.
- To comply with all Sodexo Justice Services policies and procedures, in particular the regulations regarding Health & Safety.
- To undertake any training as required.
- To be available on a rota basis for emergency call outs or critical system failures.
- To carry out any reasonable requests made by the maintenance manager and any other manager at HMP Peterborough.
- To work efficiently by co-operation with colleagues in all areas of the prison.
- To compile accurate and appropriate job sheets after completion of any task or assignment.

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.

- Good Communication skills.
- Security awareness.
- Adopting a systematic approach
- Planning and reviewing
- Team player and people person

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

- Already possess a solid maintenance background as a tradesman and must have some formal experience,
- Be able to use IT to a good standard e.g. Microsoft Office
- Exercise confidentiality and discretion at all times.
- Possess good communication skills, both written and verbal.
- Be a team player and preferably hold a valid UK driving licence.
- Minimum of 3 years' experience in a similar role

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

<input type="checkbox"/> Growth, Client & Customer Satisfaction / Quality of Services provided	
<input type="checkbox"/> Brand Notoriety	
<input type="checkbox"/> Commercial Awareness	
<input type="checkbox"/> Employee Engagement	
<input type="checkbox"/> Learning & Development	

9. Management Approval – To be completed by document owner

Version	MO2015	Date 07/09/2015	
Document Owner	FM Manager		

10. Employee Approval – To be completed by employee

Employee Name		Date	
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