

Job & Person Specification: FACILITIES CO-ORDINATOR

Job Purpose:

The role will need to organise and maintain all statutory inspections across the Zentia facility at TV2. This will include any service contracts, managing contractors, remedial works from inspections, works orders raised through production and maintenance. Reviewing service contract costs annually, building budgets and managing work to costs. In addition any general facility upkeep will be the responsibility of the Facilities co-ordinator such as maintain the grounds, drainage systems, welfare etc.

Key Accountabilities:

The following are the main accountabilities for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

- Organise all Engineering and maintenance service contracts to be completed on schedule – this covers Gas inspections, water checks, LOLER, fire alarm and prevention systems etc
- Manage relationships with contractors and service providers, review and renew service contracts as required.
- Organise repairs and/or inspections of site fire equipment
- Improve site safety and security
- Organise the repairs/replacement of site infrastructure as required – Fabric of building, civils, grounds, welfare etc
- Organise site inspections in relation to HSE - PUWER/LOLER (fixed ladders, platforms, lifting equipment)
- Be an advocate for Facilities and increase the departments knowledge
- Liaise with Maintenance and Engineering to get the required support to repair and maintain the facility, plan work around the cycles and priority Maintenance work

Base Salary:

£40,000 (depending upon experience)
Grade 8

Contract:

Full time

Location:

Onsite TV2

Reports to:

Maintenance Manager

Direct reports:

None



Measurement of Effectiveness

Success in this role will be measured by:

- 100% compliance for all Statutory inspections – LOLER, Press, Gas etc
- >90% compliance for other non-statutory inspections
- Forward planning of repairs, capital expenditure
- Budget control
- Audit readiness & no non compliances

Person Specification

Essential:

- >5 years Facilities Management or Co-ordination
- Rounded & legislative knowledge of statutory inspections for a site such as Zentia
- Self managing, Self organising
- Good IT and Microsoft office skills
- Contractor Management experience
- Budget control experience
- Team player

Desirable:

- Project Management experience
- Paper / board manufacturing experience
- Problem solving techniques, quick kaizen, root cause etc