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| **Job Title (Vidrala Group)** | *Facilities Site Services Coordinator*  |
| **Job Title**  | *Facilities Site Services Coordinator*  |
| **Organizational Unit** | Encirc  |
| **Business Unit** | Facilities  |
| **Reporting to (Hierarchical)** | Head of Facilities  |
| **Reporting to (Functional)** | Head of Facilities |

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| * **Main Purpose of Role**
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| To engage and collaborate with external contractors as required for both minor works and CAPEX projects across technical, site services and FM disciplines within scope of the roleTo ensure delivery of FM service maintenance and planned asset management for all services within scope To build and deliver a planned and reactive maintenance plan to meet and exceed customer expectationsTo develop and deliver a 5 year asset replacement strategy for all assets in scope for the department To be responsible for monitoring and analysing the current service provision to check its effectiveness and working out a strategy for continual improvement To provide reporting to the head of FM regarding site service FM asset maintenance in terms of quality, service delivery, continuous improvement, and cost Develop a 5 year plan for the site infrastructure development and associated maintenance Develop a PPM schedule in line with statutory / legislative requirement for the site Manage P& L for services in copeManage Capex projects within services in scope  |

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| **Key Accountabilities** |
| * Ensuring the efficient and effective operation, maintenance and replacement of site non production equipment, building fabric, site infrastructure, external works, waste water management, ecology, planned site road maintenance, internal and external drainage works, and lighting
* Researching new technologies and alternative methods for efficiency and working practices
* Ensure that appropriate controls are in place to confirm that all planned, reactive, and project work are managed to completion, to time, quality and cost, with associated reporting
* Ensure that Planned Preventative Maintenance is carried out in line with task schedules and industry best practices with a view to driving efficiencies
* Management of onsite Specialist Service Contractors to ensure all work is completed safely to agreed standards and timings
* Manage operational and capital budgets, ensuring all work delivers value for money and is completed safely, to agreed procedures and standards
* Provide reporting to Head of FM for site services Opex and Capex budgets, reactive and planned works
* Provide FM support for all technical. engineering, utility, and environmental departments across the Elton site as required
* Management of Work Order process including customer satisfaction feedback
* Ensure that all tasks are completed in accordance with Encirc Health & Safety policy and process
* Continuous Improvement activities and process reviews of FM service supporting the Head of FM to drive service excellence across all areas of FM
* Other duties as assigned by the company SLT to support the goals of the company
* Ensure that all tasks are completed in accordance with Encirc Health & Safety policy and process
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| Knowledge, Skills and Experience |

**Business Knowledge**

* Experienced in the delivery of facilities services for a complex site
* Familiar with environmental and legislative requirements for manufacturing and logistics
* Experience of working in a food environment, BRC/ISO/HACCP is an advantage
* Experienced in operating a secure site

**Essential Functional / Technical Skills**

* Proven ability to manage FM projects across multiple disciplines
* Proven ability to manage technical services within an FM function
* Proven ability to plan and manage contractors providing a broad range of services
* Exceptional communication skills
* Ability to work collaboratively across multiple departments and disciplines
* Competent to work to deadlines meeting and exceeding customer expectations
* Ability to manage operational and capex budgets
* Competent across Microsoft office packages

**Personal Attributes / Competencies**

* Commitment to Customers
* People Commitment & Development
* Collaboration
* High Performance
* Innovation & Continuous Improvement
* Sustainability

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| * **Impact**
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**Individual Contribution / KPIs**

* Deliver a 5 year asset strategy for all assets in scope for the department
* Deliver planned maintenance strategy for all assets in scope
* Deliver planned programme of Capex projects in line with scope, quality and cost
* Manage reactive works in scope
* Support the wider business teams as required with non-production impacting maintenance and repair in line with site strategy
* Maintain H&S policies and procedure – drive a safety culture across FM services

**Key Contacts**

* Head of Facilities
* HS & E
* Purchasing
* Engineering, Utility, Electrical and quality teams

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| **Decision Making**  (Outline the most important recommendations expected to be made for others to decide on) |
| * Define Budget requirement for asset replacement projects
* CAPEX projects based on 5 year plan and business strategy
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| **Value** | **Target Level ( 1 to 5 )** |
| **Commitment to customers** | **4** | **Focuses on what is important:** Balances and prioritises across customers’ needs and opportunities. Demonstrates courage in making tough ethical decisions about investing time and energy. |
| **People Commitment and development** | **4** | **Provides developmental feedback**: Has an objective view of others capability and provides coaching and feedback in the moment, while continuing to develop him/herself. |
| **Sustainability** | **4** | **Reduces environmental impact:** Enforces environmental systems. Challenges working methods to reduce environmental impacts. |
| **High performance** | **4** | **Provides direction:** Provides clear direction to ensure teams achieve results. Seeks opportunities to develop professional skills and knowledge and encourages team to do so.  |
| **Collaboration** | **4** | **Encourages diverse thinking:** Creates an environment in which diverse viewpoints are sought and encouraged (internally and externally). |
| **Innovation and continuous improvement** | **4Fac** | **Clarifies complexity:** Thinks more broadly than their own role and uses this insight to challenge and adapt current approaches in an effort to continually improve. |