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

Main Purpose of Role

To build and deliver the Capex plan, planned, reactive maintenance to meet and exceed customer expectations

Develop and deliver a 5-year asset replacement strategy for all assets in scope

Develop a 5-year plan for the site infrastructure development and associated maintenance

To ensure delivery of FM service maintenance and planned asset management for services within scope

Manage P& L for services in scope

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

Key Accountabilities

- Ensuring the efficient and effective operation, maintenance and replacement of site building fabric, site infrastructure, external works, wastewater 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

"This is a brief outline of the role and is by no means exhaustive. The post holder will be expected to undertake duties as appropriate to the position. Significant changes to the role and its responsibilities would be subject to appropriate consultation with the post holder".

- 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

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
- Must be working towards a professional PM qualification
- Competent across Microsoft office packages

Personal Attributes / Competencies

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

Impact

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

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
- The post holder is accountable to ensure all employee details are processed effectively and securely as per GDPR requirements

Value	Leads Self
Commitment to Customers 	➢ I am open and honest, I strive to exceed expectations while remaining realistic. ➢ My stakeholders can trust me to be honest and supportive. ➢ I seek and act on feedback.
People Commitment and Development 	➢ Through reflection I am clear about my own development needs, I seek feedback and support. ➢ I treat all people with respect and dignity. I value equity, diversity and inclusion. ➢ I respectfully call out any unsafe or disrespectful behaviours, every time.
Sustainability 	➢ I understand my part in our sustainability strategy, I ensure that my own personal impact on the environment and others is a positive one. ➢ I engage with new initiatives, and I champion our sustainability goals. ➢ I am accountable for the safety, health and wellbeing of myself and others, I share ideas for people-focused improvements.
High performance 	➢ I understand my part in our company purpose, mission and values. ➢ I reflect on my performance and plan ahead, in order to safely achieve my objectives or targets. ➢ I approach challenges positively; I respond to changing priorities and maintain high standards.
Collaboration 	➢ I am open, honest and respectful with all stakeholders, I build strong relationships based on trust. ➢ I use my strengths to support others, I ask for help and welcome input. ➢ I am accountable to my team for delivering against agreed standards.
Innovation and continuous improvement 	➢ I am curious and contribute ideas for improvements when I have them, no matter how small. ➢ I remove barriers to progress, I start with why. ➢ I embrace change, I work with others to make necessary changes possible.