

LIVERPOOL EXPERIENCE CAMPUS

JOB DESCRIPTION & ROLE PROFILE



Operations and FM

FM and Projects coordinator

REPORTS TO: Head of FM

DIRECT REPORTS: N/A

JOB PURPOSE

To support the Facilities Management (FM) department in the day to day running of the FM operation, ensuring that all teams are fully compliant in all areas of delivery whilst providing administrative duties for the FM department. To fulfil the role of project coordinator for the wider Operations and Venue Management teams.

MAIN DUTIES AND RESPONSIBILITIES

FM Coordination:

- Monitoring of the Venue Management reporting system and prioritising and assigning jobs to the FM Engineers.
- Producing weekly, monthly, and yearly reports from the Venue Management system.
- Ensure all FM Risk Assessments and SOP's are in date and escalated to the Head of FM if they are not
- Ensure all training is booked for the team and the training matrix is kept up to date for the FM team.
- Raise all requisitions pertaining to FM activity and Goods receipt on completion of order/service.
- Play a proactive role with regards energy management ensuring, daily, weekly, and monthly meter readings are inputted on relevant systems and completing energy impact statements per event.
- Be responsible for the time scheduling of all plant and equipment through the BMS system and respond to temperature change requests.
- Escalate any faults with the BMS system to the Head of FM.
- Receive, manage and raise all service orders and issue invoices for Exhibition Services.
- Attend meetings and take minutes for all FM meetings.
- Input all FM staff members against relevant cost centres.

- To own and manage the Halo system to ensure that the system is used to its maximum. To monitor compliance with venue checks and dilapidation checks and report noncompliance to relevant managers.

Project Coordination

- To support the Operations and Venue Management team on the administrative elements of the projects being delivered within the team, throughout the project life cycle.
- To prepare project documentation including the scheduling and attending of project meetings as required. Issuing agendas, taking and disseminating accurate minutes from these meetings.
- Support project audits during all stages of the project.
- Support with the maintenance of accurate records and files, during the project life cycle.
- To reinforce project compliance throughout the project.
- To assist the financial management of a project, by raising relevant purchase orders relating to project spend, tracking spend throughout the project life cycle and monitor actuals versus the quotation and forecasts.

GENERAL

- To contribute to the success of our One Team culture to deliver our aims and objectives, maintaining a flexible and positive attitude.
- To adhere to Liverpool Experience Campus' Health and Safety policies and procedures and to observe a duty of care to all visitors, staff and contractors to Liverpool Experience Campus
- To undertake any other duty commensurate with this post as determined by your manager.
- This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.
- It is inevitable over time that the emphasis of this job will change, therefore this information will be periodically reviewed, revised and updated involving the post holder.

ROLE PROFILE

ATTRIBUTES	DESCRIPTION	ESSENTIAL/ DESIRABLE	HOW MEASURED
TRAINING & QUALIFICATIONS	A high standard of literacy and numeracy. IOSH Managing Safely. A BIFM qualification. A Project Management qualification.	Essential Essential Desirable Essential	A I
EXPERIENCE	Previous administration experience in a similar environment. Previous FM Coordination experience in a similar environment. Experience of using IT and the ability to use a variety of software packages. Understanding of the events industry. Experience of working within a customer focused environment.	Essential Desirable Essential Desirable Essential	A I
SKILLS & KNOWLEDGE	Effective interpersonal skills. Effective communication skills both written and verbal with the ability to deal with a wide range of clients and suppliers at all levels. Effective supplier liaison and negotiation skills. Proven ability to liaise, co-ordinate and disseminate quality information across a range of disciplines. Proven ability to accurately record and document meeting minutes. The ability to manage under pressure and work to targets and tight deadlines. To be self-motivated and have the ability to work independently or as part of a team. The ability to work on own initiative and to use initiative to problem solve and make decisions.	Essential Essential Essential Essential Essential Essential Essential Essential	A I
KEY ATTRIBUTES	Emotional intelligence, pragmatic, resilience, confidence, excellent verbal and written communication.	All Essential	A I

Key for How Measured:
I - Interview

P - Presentation

A - Application

E - Exercise

T - Test

AC - Assessment Centre

CS - Case Study

Signed by Employee:

Date:

Signed by Line Manager

Date