
NHS PROPERTY SERVICES LTD**Job Description**

Job title:	Planned Preventative Maintenance (PPM) Co-ordinator
Grade:	2
Type of role:	Fixed Terms Contract – 6 Months
Base:	London
Travel requirements:	National
Responsible to:	Infrastructure Asset Manager
Directorate:	Operations

Established in 2013, NHS Property Services is a property owner, service provider and advisor, helping to shape the estate of the NHS for the future. We have one goal: to ensure the NHS makes the right property choices that enable excellent patient care.

Our portfolio is one of the largest in the UK, comprising more than 3,000 properties with 7,000 tenants across England. At a total value of more than £3bn, this represents about 10% of the total NHS estate.

Our properties range from listed buildings through to award-winning, state-of-the-art integrated health campuses.

Main purpose / scope of the role

The purpose of the PPM Coordinator role is to upkeep, track and monitor the consistency of the NHSPS PPM Plan and PPM database.

The role is accountable for the following.

- Responsible for the co-ordination of all planned services for all the zones predominantly focussing on the NHSPS internal PPM delivery.
- Responsible for PPM task reallocation for the NHS PS internal and suppliers for all zones.
- To accurately record and maintain all information necessary to give accurate planning schedules reflecting operational queries relating to planned maintenance.
- To liaise with the zones and perform mid-month checks on the assigned PPM schedules on a monthly basis and escalate any risks associated with PPM completion rate for all zones predominantly NHS PS internal PPM delivery appropriately to the data planning managers.

- To maintain a good understanding of the CAFM application and all relevant process and procedures.
- To take action to keep up to date with changes associated with resource, property and supplier under the governance of Data Planning Managers.
- To support the Infrastructure Asset Management team to ensure that the planned maintenance strategy, policy and guidance is aligned with appropriate legislation and standards.
- Ensuring that the national planned preventative maintenance (PPM) programme is always accurate.
- Monitor and track monthly PPM plans to the appropriate resource against a defined programme.
- Support data planning managers on the best practice methodologies associated with PPM planning and scheduling.
- Action the outcomes of the change control system that drives the required change in a PPM plan, i.e. property, supplier or asset status changes.
- Liaising with suppliers to ensure that the correct PPM regime is in place for any supplier led services.
- Monitoring the successful closure of planned maintenance routines and escalate risks appropriately to the Infrastructure Asset Management team.
- Providing support and advice to suppliers and NHSPS self-delivery teams on planned maintenance.

Key Responsibilities

- Ensure PPM schedules which reflects operational and compliance demands across our properties.
- Liaising with zones as needed to ensure any resource and property information aligns with the needs of the PPM database and plan. The alignment of retrospective data capture with the asset database and planned maintenance templates is particularly important to ensure the appropriate tasks are correctly generated.
- Track and monitor planned maintenance tasks to the appropriately skilled supplier or self-delivery colleague. Close liaison with various stakeholders, including Helpdesk and the zones, will be needed to ensure that planned maintenance tasks are only issued to those who are qualified and competent to undertake them.
- Ensuring that all supplier PPM schedules are aligned with business requirements. This will require close working with vendor management and suppliers so that any planned maintenance regimes adopted by suppliers are in accordance with NHSPS business requirements and supplier contracts.

- Support the effective and efficient management of database change requests that input directly into the CAFM system. Liaise closely with the infrastructure asset management team to ensure that asset changes are supported by appropriate advice to deliver the correct planned maintenance regime.
- Ensure consistent quality and high level of data integrity is applied to enable quality MI to be produced to support all reporting requirements.
- To support initiatives and programmes that drive continuous improvement. To liaise with industry experts to ensure that the NHSPS planned maintenance regime is innovative and optimised in line with industry best practice.
- To assist and be part of the data governance steering group and incorporate best practices and maintain data consistency.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GSCE or HNC 	<ul style="list-style-type: none"> • Qualified in an engineering or building services discipline
Knowledge	<ul style="list-style-type: none"> • Good understanding of PPM (planned preventative maintenance) related to property and building services. • Knowledge of change control procedures to ensure PPM plans comply with legislation and nominated business standards. 	<ul style="list-style-type: none"> • Familiarisation with SFG20 maintenance standards. • SQL Queries
Experience	<ul style="list-style-type: none"> • Experience of the co-ordination of all maintenance in relation to the building services including building fabric and structure using internal and external resources. • Experience of working in a busy office environment 	<ul style="list-style-type: none"> • Previous experience working with CONCEPT evolution be beneficial but not mandatory.

	<ul style="list-style-type: none"> • Relevant experience in a similar role • Competent in using Microsoft Office suite 	
Skills	<ul style="list-style-type: none"> ▪ Excellent administration skills ▪ Highly organised with attention to detail ▪ Strong Microsoft Excel skills ▪ Able to work on own initiative and manage own workload ▪ Team player ▪ Good commercial understanding to support the business in achieving cost effective PPM performance levels. ▪ Good verbal and written communication skills. 	
Personal qualities/abilities	<ul style="list-style-type: none"> • Able to communicate effectively with nominated stakeholders to ensure property, people, asset changes are factored into PPM plans continuously. 	
Other requirements as applicable		