

Job Profile

Person Specification

Job Details	
Job Title:	PPM Supervisor
School/Dept/Institute & Centre:	Estates and Facilities Directorate
Reports to:	PPM Manager
Grade:	4 Full Time
Appointment period:	Indefinite
Current Location:	Mile End
Job Context	
<p>The Estates and Facilities (EAF) PPM Team deliver pre-planned maintenance activities to the Academic, Research, Teaching and Residential portfolio of buildings at Queen Mary University of London (QMUL).</p> <p>The post holder will ensure statutory and mandatory obligations are managed and remain compliant with the law by effective management of in-house staff, 3rd party contractors and ensuring associated documentation and record keeping is up to date and accurate.</p> <p>The post holder will oversee PPM management of HVAC assets to provide condition based monitoring and ensure service quality to SFG20 standards.</p> <p>The post holder will deliver EAF SLAs to required KPI's, driving forwards a much improved staff, customer and student experience.</p>	
Job Purpose	
<p>This post operates across all sites in all academic and residential properties and the proportion of time spent on the primary and secondary purposes of the job will depend on the overall work plan at any point in time.</p> <p>To provide supervision of the PPM team and ensure associated record keeping is accurate and up to date.</p> <p>To be responsible for the supervision and motivation of direct labour staff and supervision of contractors carrying out a wide range of statutory and mandatory PPM tasks to meet/supersede the required SLA and or ACOP.</p> <p>To be pro-active in identifying noncompliance and regular site inspections to ensure the Estate is maintained to a high standard and customer satisfaction is achieved and in accordance with regulations.</p> <p>To provide a healthy, comfortable and safe working environment for all staff, students and visitors.</p> <p>To carry out all work in accordance with all current regulations, legislation and general operating procedures.</p> <p>To work closely with Campus Maintenance Managers across QMUL campuses.</p>	
Main Duties & Responsibilities	
<p>To deputise for the PPM Manager during absence as requested.</p> <p>To supervise the assigned directly employed labour team(s).</p> <p>To supervise contractors carrying out a wide range of PPM maintenance repairs, installation and improvement works and to ensure works are carried out in accordance with any agreed work plan and to current standards and/or approved codes of practice.</p>	

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To ensure observance of safe working policies and procedures for permit to work systems, hazard warnings, Health & Safety requirements and statutory responsibilities and to ensure that all staff are properly equipped and trained.

To ensure all required records are recorded and kept in an auditable format pertaining to statutory record keeping.

To assist the PPM Manager with the development of a safe system of work policy procedures and written work assessments for routine and occasional duties in accordance with the Health & Safety at Work Act and regulations made under the Act.

To advise the PPM Manager on any non-compliance or issues with record keeping in relation to statutory duties.

To carry out routine inspections of buildings and site to plan necessary future work and prepare work plan.

To carry out testing, inspections and maintenance of all emergency lighting, power, fire alarm, fire doors.

To assist the PPM Manager with the development and implementation of a preventative maintenance programme and asset register and to carry out maintenance works, inspections and testing in accordance with any preventative maintenance programme.

To interpret and work from instructions, drawings and specification appropriate to the post holder's trade, without supervision.

To prepare lists of materials required for works to be carried out and to ensure that materials are available in accordance with the work plan.

To ensure that all work is carried out to agreed quality standards.

To keep records of all materials used and maintain adequate stocks of materials and spares.

To ensure that all job sheets are properly entered and kept up-to-date.

To liaise with QMUL departments to agree necessary work and access and to arrange for works to be carried out.

To motivate the directly employed staff to achieve high levels of morale, commitment and performance.

To participate in the on-call rota if required.

To act at all times in a competent and professional manner, and hence promote the image of the EAF Directorate.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

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This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

	Requirements	Essential / Desirable	How Assessed
Qualifications	Educated to Degree level or having equivalent professional experience	E	A
	NVQ level 3 Mechanical/Electrical	E	I
	ILM or similar managerial qualification	D	I
Knowledge, Skills and Experience	Experience of managing staff/contractors	E	I
	Good computer skills, including MS word and, excel	E	A
	Experience of working within the PPM environment	E	I
	Ability to work to tight deadlines	E	I
	Good working knowledge of statutory PPM requirements	E	I
	Customer service experience	E	A
	Good organisational skills	E	I
	Excellent communication skills with the ability to converse with all levels both orally and in writing	E	I

Essential/Desirable:

E = Essential: Requirements without which the job could not be done.

D = Desirable: Requirements that would enable the candidate to perform the job well.

How Assessed:

A = Application

I = Interview

OM = Other Means (e.g. presentation, test, etc.)