



ROLE PROFILE

MAXIMO ASSET DATA
COORDINATOR

LANDMARC

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MAXIMO ASSET DATA COORDINATOR

LOCATION: WESTDOWN CAMP

REPORTING TO: NATIONAL ASSET & MAINTENANCE MANAGER

RESPONSIBLE FOR: NIL

Summary of Role:

To ensure the output from the Asset Verification Exercise has been captured correctly and to amend and transfer any changes to the Affected Property Assets into the CAFM system, and identifying any additional maintenance requirements.

Landmarc are currently undergoing an exercise to identify and verify Hard FM assets on the Training Estate as part of the recently renewed HFM contract. We require an experienced data coordinator to analyse and review the incoming data from the surveys, review the volume of assets and make any necessary changes required to the CAFM system identifying any additional maintenance requirements.

Duties of Role:

The following list is not exhaustive and other duties of a similar level and nature may be required from time to time including complying with any new policies that are introduced.

Primary Duties:

- Reviewing incoming survey data comparing alongside existing data in the CAFM system.
- Be a focal point for the receipt of survey, GFE and rural asset data to be reviewed and uploaded to the CAFM database in accordance with the Master Asset Hierarchy.
- Assist as a focal point with the Asset Verification Project Team for the receipt and processing of surveys for regions.
- Creation of L3 & L4 assets within the CAFM system.
- Amending and updating existing assets to reflect any update required to the database.
- Creation of Planned Maintenance tasks, liaising with regional contacts for these tasks to be published and added to the Establishment Specific Task Schedule (ESTS)
- Review of the Job Plan schedules in the CAFM to confirm content is correct in the CAFM against the source MIRS supplied data.

Secondary duties:

- Support the delivery and development of processes for the contract requirements.
- Support the CSO Assurance & Engineering Team in enquiries to the status of the asset data in the CAFM.
- Assist in verifying the ESTS is up to date comparing the volume of assets on job plans correctly correlates to what is returned by the API to the Buyer.

Ideal Person:

- Previous experience working in a MOD environment
- Proven track record to achieving objectives to set standards
- Capacity to work collaboratively in a Team environment and individually
- Ability to follow processes within time constraints

What you know:

- Experience of using Computer Aided Facility Management (CAFM) software IBM Maximo is essential.
- Awareness or exposure to RICS NRM3 coding methodology to SFG20 maintenance schedules
- Familiarity with Uniclass space data classifications
- Administering an asset database with knowledge of how planned maintenance is applied to the asset portfolio.
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What you can do:

- Computer literate with a good understanding of Microsoft packages such as Word, Excel and Outlook with advanced knowledge of Microsoft Excel.
- Excellent data analysis and communication skills
- Data capture and input
- Ability to organise and prioritise tasks for your own workload.
- Experience of communicating with stakeholders

Prerequisites for employment

- Full driving licence valid in the United Kingdom.
- Ability to travel
- Complete Baseline Personnel Security Standard – this is compulsory for all personnel who work for Landmarc Support Services Limited as Official Defence Contractors. This includes a Basic Police Disclosure, however, unspent convictions are not necessarily a bar to employment and will be reviewed case by case to ensure

there are no risks to the security and integrity of the work completed by Landmarc Support Services Limited.

- National Security Vetting may be required however you will be informed of this requirement during completion of the Baseline Personnel Security Standard.
- Candidates must meet the UK residency requirements to undergo the above (5 years minimum).

Our Values

- Take time to take care of yourself, look out for yourself and others, and stop and step-in if you need to.
- Always do the right thing, not just the easy thing; integrity in all that we do at work and at home.
- Put the customer's needs first, in everything we say, consider or do.
- Promise only what can be delivered; once promised it's a Landmarc commitment.
- Take pride in what you do, you've a lot to be proud of.

Our Behaviours

- Live Our Values, know what they are and what they mean to you and how they influence what you do, we should believe in them and demonstrate them always.
- Build Relationships, we are a people-business and relationships are the foundation of accomplishment. Take every opportunity to build and strengthen relationships with colleagues, customers and suppliers. Together we are stronger.
- Give Feedback and Recognition, creating an environment in which we openly and thoughtfully give and receive feedback and recognition builds trusting teams. Feedback and recognition also foster a culture of growth.
- Embrace Flexibility, in all that we do and how we do it. Change can come with or without warning and in either case, we must improvise, adapt and overcome to remain relevant to Our Mission.