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| POST TITLE | PLANNING COORDINATOR |
| DIRECTORATE | OPERATIONAL SERVICES |
| SERVICE | FACILITIES MANAGEMENT |
| RESPONSIBLE TO | PLANNING MANAGER |
| NUMBER OF POST HOLDERS | 2 |
| ACTING UP/ SECONDMENT | |

PURPOSE OF JOB

The Council has entered into NEC4 Term Service Contracts (TSC) for provision of Repairs and Maintenance (R&M) Services across the operational / non-housing estate, comprising approximately 650 buildings. The Planning Manager has key responsibility for planning activities within the Planned Preventative Maintenance (PPM) and Statutory Compliance aspects of the TSCs which are split into two discrete geographical area; north and south.

This responsibility includes but is not limited to the specific delegated Service Manager duties set out in the TSC. The TSC covers the following discrete but co-dependent work categories: Planned Preventative Maintenance / Statutory Compliance; Corrective Repairs; Reactive Repairs; Minor works/ Task Orders. The PPM/ Statutory Compliance and Corrective Repairs work categories are monitored by the Planning Manager with the Planning Coordinator having specific responsibility for communicating appointment dates to relevant sites.

The Planning Coordinator will provide specialist advice and guidance on planning, coordination and conflict management of PPM/ Statutory Compliance and Minor Works/ Task Orders requirements in relation to the Council's Asset Management Works Programme, New Build Programme, and other projects and adaptations, including energy and sustainability initiatives and targets.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

Liaising with clients and arranging/ coordinating access to carry out PPM/ Statutory Compliance Services, including monitoring Contractors discharge contractual obligation in relation to the TSCs.

Monitoring and ensuring that updates to the Contractor's Plan for each TSC are received to meet contractual obligations and presented in the correct and agreed format, whether offline or on the CAFM platform.

Maintain a holistic view of works and services being provided at each site to check for conflicts and consideration of limited repair works (always ensuring safe site conditions) where known capital or replacement works are planned.

In support of the Planning Manager, receive updates and extracts of the Contractor's Plan, as it relates to PPM and Statutory Compliance appointment dates, including liaison with relevant Technical Operations Team members, to include discussion and agreeing adjustment with each Contractor, as appropriate.

Liaison with interested parties, including site specific clients and colleagues in the Soft FM, Capital Project Team. Capital Improvement Programme team, Asset Management Information System team, Communities & Families, the School Lets team and Health and Social Care Partnership (care homes).

Monitor compliance against the Accepted Plan, including timely completion of Corrective Repairs, and any impact on frontline delivery, Reactive Repairs, and Minor Works/ Task Orders.

Receive updates from the Planning Manager in relation to actions arising from Fire Risk Assessments and other reports from, but not limited to, the Care Inspectorate, the Scottish Fire and Rescue Service, Engineering Assurance Providers and Environmental Health, and track to completion in conjunction with the Life Safety Manager, the Service Manager and other relevant stakeholders. This to include checking for conflicts with other works.

Receive updates from the Planning Manager in relation to the Task Order Programme and assist with tracking progress. This to include checking for conflicts with other works.

Support the Planning Manager to monitor and ensure that the Contractors comply with the agreed appointment and completion dates for inspections and tests set out in the Accepted Plan, to meet all SFG20 Schedule requirements.

Support the Planning Manager to monitor and ensure test certificates and service records are correctly presented by each Contractor, including any uploads to CAFM and / or presentation of selected certificates and records to specific sites, as agreed with particular client types.

Monitor and ensure Contractors are meeting the agreed Corrective Repairs dates.

Monitor and report to the Planning Manager on the performance requirements set out in the TSC in relation to the PPM/ Statutory Compliance Works and Corrective Repairs, in particular that Contractors are attending on agreed dates.

Contribute to the development and implementation requirements of the relevant parts of the Council's CAFM system from a PPM/ Statutory Compliance and Corrective Repairs perspective, and to include appropriate reporting and performance monitoring capabilities.

Support monitoring that safe working practices are in place in line with the contractual and legislative obligations.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

The post will require knowledge and skills in planning and programme management within a context of PPM/ Statutory Compliance works and inspections, including excellent written and verbal communication capability. This will usually mean the post holder will have a relevant academic qualifications and/ or planning and programme management experience within facilities management and the construction industry.

Good working knowledge of Microsoft Office packages (Excel, Word, etc), plus MS Teams and CAFM systems.

The post holder will make decisions in relation to the planning and implementation of PPM/ Statutory Compliance and associated activities as these relate to the TSC, including the Corrective Repairs and Minor Works/ Task Orders. This to include consideration of alternative delivery options and adjustments to the Accepted Plan in liaison with each site-specific client and the Contractors.

The post holder will encourage innovation and a culture of continuous improvement.

The post holder will have a range of contacts, both internal and external, reflecting the varied nature of the TSC Services. This may include senior stakeholders such as Directors, Heads of Service, Elected Members, Trade Unions and internal and external clients.

This post will include development of processes and new ways of working as the TSC and other Technical Operations activities progress.

The post may represent the Council to a range of internal and external stakeholders, including school business managers, head teachers, care home business support officers, care home managers, building duty holders, and should present a positive impression of the Council.

The post may contribute to tactical decisions on the future development of PPM/ Statutory Compliance planning, and the internal roles required to support any agreed changes. These decisions will have a major impact on the delivery of PPM/ Statutory Compliance the associated consequences for frontline delivery of Council services, suitability of buildings, energy / sustainability performance, health & safety and budget/ spend implications.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

The post holder will monitor and manage Contractor performance in relation to PPM/ Statutory Compliance and Corrective Repairs, Minor Works/ Task Orders and other compliance actions site attendance, in accordance with agreed dates. Reporting to the Compliance Manager concerning issues affecting PPM/ Statutory Compliance, building occupation and frontline service delivery on and regular and as required basis. This to also include reliability and risk factors emerging from Contractor performance.

Attend to operational matters requiring an immediate response, taking advice from the Planning Manager where appropriate.

Although the post may be exposed to some physical demands, these will predominantly be within the range of normal office-based activities.

Although the post may be exposed to some adverse working conditions, these will predominantly be within the range of normal office-based activities.

Although the post will have some responsibility to take care in relation to the working environment, work activities and dealing with people, this will not be more than the normal required of a Council employee.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

This post has no line management responsibility.

RESOURCES

The post will support reliable reporting in relation to the agreed dates for carrying out PPM/ Statutory Compliance and Corrective Repairs, Minor Works / Task Orders and actions arising from reports and assessments prepared by others.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including

co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).