

JOB DESCRIPTION

Job Title:	CAFM Administrator
Department:	Operations (Central Services)
Primary job location:	LONDON7
Reporting to:	Assistant Maintenance Manager
Direct reports:	None

About VIRTUS

VIRTUS Data Centres is the UK's fastest growing data centre provider which owns, designs, builds and operates the country's most efficient and flexible data centres. Our mission is to consistently exceed the expectations of customers through innovative, high quality solutions and services. We employ intelligent thinkers – people with positive attitudes, who add the quality of customer proposition and business. We value individual endeavour and initiative, encourage teamwork and togetherness because collective experience and expertise is VIRTUS' greatest strength.

Job Summary

This role will support the Operations Team in monitoring tasks to completion and ensuring that all required Compliance documentation is held within the CAFM system(s) as necessary. The successful candidate will liaise with sub-contractors, and multiple teams within VIRTUS, to ensure any issues highlighted regarding the CAFM system are actioned within a timely manner. The postholder will be responsible for ensuring the asset data provided by the mobilisation team is loaded to the VIRTUS standard as prescribed by the VIRTUS Standards Manager.

Main Duties

The role includes but is not limited to the following: -

- To support the site team Maintenance Planners to ensure that all assets remain compliant through the completion of Planned Preventative Maintenance (PPM) activities and the schedule.
- Undertake high quality reporting in relation to PPM delivery and compliance certification.
- Support internal and external audit teams in evidencing work completed and ensure safe delivery of future works.
- Responsible for creating, amending, and decommissioning assets within the CAFM system as necessary.
- Ensure all assets have the correct sfg20 codes assigned.

- Ensure any new equipment handed over by the projects team have been inputted into the CAFM team.
- Identify and communicate any potentially missing asset data.
- Work proactively to ensure Operations team have all information in place to undertake contract work.
- Assist with the monitoring and scheduling of engineers' workload to ensure that all jobs are attended to within the SLA (based on reports generated from Maximo system).
- Regularly produce statistics and reports for team to review performance.
- Chase and resolve issues which may impact on Key Performance Indicators.
- Display continuous improvement regarding PPM task completion, contract KPIs and any other metrics.
- Ensure timely feedback of updates and information to management.
- Be a super user of the Maximo and ServiceNow systems and be instrumental in implementing the procedures and instructions.
- Liaise with sub-contractors on site to provide the best service for the customer.
- Ensure where required customer is updated, and documents uploaded.
- Support operational delivery.

Any other reasonable requests made by your line manager.

Person Specification

Experience:

Essential:

- A minimum of 3 years of Maximo experience including system administration.
- Experience working within a Data Centre would be desirable.

Knowledge:

Essential:

- Knowledge of asset administration within a CAFM system
- Understanding of asset management standards.

Skills:

Essential:

- Methodical approach to problem solving.
- Patient approach to work and communication style.
- Use of Microsoft tools, Excel, PowerPoint would be desirable
- Collaborate with stakeholders from different teams and organisations.
- Highly motivated individual that takes ownership of issues/queries and their work.

The successful applicant must be willing to undergo a BS7858 screening process.

Remuneration package and benefits:

- Competitive rate of pay.
- Private healthcare.
- Pension contribution scheme.
- Discretionary bonus.
- Cycle to work scheme
- Eye care benefit
- Annual travel card loan
- TechScheme

VIRTUS is an equal opportunity employer. As part of our commitment to fight for equality, we work to ensure a fair and consistent interview process. We celebrate diversity and we are committed to an inclusive work environment.

If you are interested in this role, please email your CV to careers@virtusdcs.com