

JOB DESCRIPTION

VIRTUS Data Centres

Job Title:	Mobilisation Coordinator
Department:	Operations – Quality and Performance
Reporting to:	Operations Standards Manager
Direct reports:	None
Job type:	Permanent, full-time role

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.

Role Purpose:

Reporting to the Operations Standards Manager, the Mobilisation Co-Ordinator is responsible for the validation of services required to mobilise the technical items, assets and infrastructure in a critical services environment from build to operate.

Main Duties and Responsibilities:

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

- Validate the asset list provided by Live Site Operations for accuracy to enable input into CAFM system and that the asset labels are installed using the Ready for Service (RFS) process and procedure.
- Validate Standard Operating Procedures (SOP's) and Emergency Operating Procedures (EOP's) and Maintenance Operating Procedures (MOP's).
- Working with the Quality and Engineering department to ensure the local teams are trained on the site-based installation and be able to support technically on any equipment and systems.

- Support VIRTUS departments regarding the collation and management of snagging of the build.
- Following practical completion (PC), validate to ensure the site meets all VIRTUS and HSE requirements and raise concerns by escalating to VIRTUS management to add to the Risk Register
- Review of technical O&M's and as built drawings and other relevant documentation
- Witness a percentage of test commissioning of any new equipment, if required.
- Provide assistance during internal and external audits where needed.
- Carry out validation of documentation for all sites located in our technical repository, DOME®
- Help develop Operational Standards Best Practices
- Assist with developing any technical training

Any other reasonable requests made by your line manager.

Required Skills and Experience:

- Computer literate with excellent standards of IT skills and knowledge of Microsoft Office.
- Experience of using a Computerised Maintenance Management System. (Maximo Service Now)
- Technically qualified in Electrical and Mechanical Systems (Building services)
- Have a sound and demonstratable industry standard experience in technical operations in a critical environment.
- Understanding of Project delivery processes and handover procedures including asset verification and data collection
- Understand and interrogate site drawings
- A team player with good verbal and written communication skills.
- Ability to work alone and manage time and delivery of required tasks to complete the Mobilisation tasks
- Takes ownership and accountability has a calm manner, able to work under pressure and able to make sound decisions when needed and take accountability for outcomes.

- Attention to detail with high personal standards and the desire to complete tasks on time.
- Ability to work with multiple streams of stakeholders, ranging from colleagues, service partners, clients and third part support vendors.
- Analytical and logical problem solver, with ability to work proactively and autonomously.
- Customer focused, flexible and adaptable

Essential:

- Willingness to support other sites, both by phone and email as well as occasional visits.
- Ability to attend site out of normal hours to assist in reactive break task management.

In line with the VIRTUS' Safeguarding Policy, 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
- Tech Scheme

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